

ILES PARK NEIGHBORHOOD ASSOCIATION
BY-LAWS

Article I

- 1.1 The name of the organization shall be the “Iles Park Neighborhood Association” as provided in its Articles of Incorporation and hereinafter shall be designated as the “Association.”

Article II Purpose

- 2.1 The purpose of the Association shall be to improve the quality of life for its residents by protecting and upgrading the environmental and economic integrity of our neighborhoods. The Association will work to protect the health and general welfare of its residents and foster a sense of civic pride.

Article III Membership

- 3.1 Membership is open to any person who understands and supports the purpose of the Association and who contributes to the Association an amount of money to be set from time to time by the Governing Board of the Association and agreed to by the membership. The board may establish a rate of contribution for the membership that provides for a discount for senior citizen families.
- 3.2 A “family” may comprise any number of people living at the same residential unit.
- 3.3 There shall be an annual meeting of the membership each year (January) for the purpose of electing officers and other business as deemed necessary.
- 3.4 All meetings shall be held at such time as shall be convenient for the attendance of the membership with particular regard to the convenience of the elderly. Notice of all meetings shall be given to the members of the Association through email, Nextdoor or by mail.

Article IV Governing Board

- 4.1 The corporate powers, property, and affairs of the Association shall be vested in, exercised, conducted, and controlled by a Governing Board, except as otherwise provided by law or by this document.
- 4.2 The Governing Board shall meet pursuant to a schedule determined at the first board meeting following the annual meeting of the membership, but no less frequently than quarterly.
- 4.3 A special meeting of the Governing Board may be convened by the President, or upon receipt of a petition signed by at least 20 percent of the membership.
- 4.4 All members of the Governing Board shall have the right to vote and to participate with regard to all matters, which come before the board. Each member shall cast one (1) vote on each matter coming before the board. Proxy voting is not allowed.
- 4.5 A quorum for the transaction of business by the Governing Board shall consist of no less than fifty percent (50%), of the current authorized membership of the board. The act of the majority of the board members present, if there is a quorum, shall be an act of the board.

Article V Board Membership

- 5.1 There shall be seven (7) members of the Governing Board. The Governing Board shall comprise the four officers, listed in Section 6.1, two Block Directors, and the Past-President.
- 5.2 The Officers and Directors shall hold office until the annual election.
- 5.3 The term of officers and directors shall be one (1) year or until the position has been filled.
- 5.4 No member of the Governing Board shall be permitted to seek reelection for a third term.

Article VI Association Officers

- 6.1 The officers of the Association shall be a President, Vice President, Secretary, and Treasurer, who shall be elected by the membership during the January meeting, annually.
- 6.2 The President shall be the Chief Executive Officer of the Association. It shall be the duty of the President to preside at all meetings of the membership, the Governing Board, and the Executive Committee. The President shall designate the Chairs and may also designate the members of standing and ad hoc committees, which are subject to concurrence by the board. The President shall serve as an ex-officio, voting member of all board committees and shall perform all duties that may pertain to the position. The President shall, on behalf of the Association, execute such contracts or other documents as the board may approve.
- 6.3 The Vice President shall assume the authority/duties of the President in the absence of inability of the President to act.
- 6.4 The Secretary shall have charge of recording minutes of all meetings of the board and the membership. All official records and minutes shall be kept and maintained by the Secretary.
- 6.5 The Treasurer shall serve as the Chair of the Budget and Finance Committee and shall be a member of any auditing committee. The Treasurer shall monitor the Association's revenue and expenditures and shall disburse funds and sign checks as authorized by the President. The Treasurer shall be responsible for collecting, depositing and recording all dues.
- 6.6 Whenever any vacancy occurs in any office by death, resignation, or otherwise, the same shall be filled by the board. The officer so appointed shall serve until the end of the unexpired term. At which point the officer may run for two full consecutive terms.
- 6.7 Any officer or member of the board can be recalled or removed from office by the Governing Board. Notwithstanding provisions of Section 4.5, a recall of a board member shall require an affirmative vote of at least 66 (2/3) percent of the current authorized membership. A recalled officer shall not remain a member of the board.

Article VII Board Committees

- 7.1 The following provisions shall apply uniformly to all board committees:
- 7.2 The President, with the consent of the board, shall appoint committee chairs.
- 7.3 Committees and committee membership shall be annual and may be extended by approval of the board.
- 7.4 The final authority for all matters considered by committees is the Governing Board. Said committees shall report to the Governing Board at each board meeting as established in Section 4.2 concerning their activities, conclusions and recommendations.
- 7.5 Each committee shall establish its own rules or procedure except for quorum and notice provisions, which shall conform to those of the Governing Board.
- 7.6 Any non-standing committee may be terminated by the action of the Governing Board.
- 7.7 There shall be an Executive Committee consisting of at least the Board Officers and it shall have the authority to transact the board business between meetings of the full board. All actions of the Executive Committee shall be subject to ratification by the Governing Board except under emergency conditions.
- 7.8 There shall be a **Membership & Recruitment Committee** which shall have at least the following duties:
 - 7.8.1 Maintain membership records of the Association.
 - 7.8.2 Supervise and implement a program to recruit and retain Association members.
- 7.9 There shall be a **Budget and Finance Committee** which shall have the following basic duties:

- 7.9.1 To identify community resources that can be of assistance either directly or indirectly in achieving goals and objectives established by the board.
 - 7.9.2 To prepare the first draft of each annual budget for board consideration.
 - 7.9.3 To monitor the Association's financial transactions to assure compliance with the Annual Budget.
 - 7.9.4 To oversee assets and liabilities to assure that recognized principles of good financial administration are being followed.
- 7.10 There shall be a **Block Captain Committee**, comprised of the four Block Directors and others as deemed necessary, their basic duties will be:
- 7.10.1 Overseeing appointments for each Block Captain;
 - 7.10.2 Outlining the duties of the Block Captain, which include but are not limited to:
 - 7.10.3 Knowing each home owner and/or tenant;
 - 7.10.3.1 Informing them about the Association and soliciting memberships;
 - 7.10.3.2 Impressing upon neighbors the importance of notifying the Block Captains of any posted zoning changes, public hearings, variances in zoning and other concerns so the Captains can notify the officers of the Association;
 - 7.10.3.3 Informing people in their block of forthcoming activities; and
 - 7.10.3.4 Attempting to welcome new neighbors with get-togethers.
- 7.11 The Governing Board may establish other, ad hoc committees as deemed necessary to carry out the Association's purpose as prescribed in Article II.

Article VIII Geographic Boundary

- 8.1 The Association will focus its primary attention on the following geographic area in the City of Springfield:

Northeast Sector

- Bounded on the north and including the south side of South Grand Avenue
- Bounded on the south and including the north side of Ash Street
- Bounded on the west and including the east side of Sixth Street
- Bounded on the east and including the west side of Ninth Street

Southwest Sector

- Bounded on the north and including the south side of Laurel Ave
 - Bounded on the south by the train tracks
 - Bounded on the west by the Union Pacific train tracks
 - Bounded on the east and including the west side of Sixth Street
- And all streets/alleys inside the bounded area.*

Article IX Elections

- 9.1 A general election of officers shall be held in January of each year.
- 9.2 At the November meeting preceding the January election, an Election Committee will be appointed. The purpose of the committee is to oversee the entire election process. This committee is responsible for preparing and counting the ballots. The committee will collect nominating petitions and determine whether they are in order.
- 9.4 Nominating petitions shall be submitted to the chair of the Election Committee by December 1.
- 9.5 Candidates for office shall be listed in the January meeting notification.
- 9.5 Ballot by proxy is NOT allowed.

Article X Amendments

10.1 These By-laws may be altered, amended or repealed at any meeting of the Governing Board provided that notice in writing of the proposed changes shall be given to each member at least fourteen (14) days before the meeting. Changes in the by-laws shall require a minimum of fifty (50) percent of the current authorized membership of the board and ratification of the general membership present and voting.

Article XI Rules of Order

11.1 All meetings of the Association and the board shall be conducted in accordance with the latest edition of "Robert's Rules of Order," except where such conflicts with the By-laws.

Article XII Fiscal Year

12.1 The fiscal year of the Association shall end on December 31 of each year.

Article XIII Not-For-Profit Status

13.1 The Association shall be organized as a not-for-profit corporation in accordance with the General Not-For-Profit Corporation Act of the State of Illinois, Chapter 32, 163a of the Illinois Revised Statutes, and Section 501(c)(3) of the Internal Revenue Code.

Article XIV Dissolution

14.1 The Association may be dissolved by two-thirds (2/3) vote of all members through mail balloting. If dissolution is favorably acted upon, all assets will be distributed to an organization of the type described in 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article XV Liability

15.1 It is implicitly understood that the Association assumes no responsibility or liability for the well being of any member or representative of a member attending, managing, or participating in meetings or any other functions of the Association.

15.2 No Officer or Director, former Officer or Director, nor any authorized agent of the Association shall be liable in any manner to the Association or any person or group for any loss or damage sustained as a result of action taken or omitted to be taken by said Officer, Director, or agent in good faith, if he/she exercised or used the same degree of care and skill as a prudent person would have exercised or used under circumstances in the conduct of his/her own affairs.