

BYLAWS



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BOWMANVILLE COMMUNITY ORGANIZATION (BCO)
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ARTICLE I

NAME

The name of this organization shall be the BOWMANVILLE COMMUNITY ORGANIZATION. The organization may also be commonly referred to as the "BCO" within this and in other documents and communications.

ARTICLE II

BOUNDARIES

The boundaries of the BCO shall be within the city of Chicago Illinois. The west side of Ravenswood Avenue as the boundary on the east; the north side of Foster Avenue as the boundary on the south; the east side of Western Avenue as the boundary on the west; and Rosehill Cemetery as the boundary on the north. This area shall hereinafter be referred to as the BCO.

ARTICLE III

PURPOSE, ORGANIZATION AND ACTIVITIES

Section 1 PURPOSE

The purposes, for which the BCO is organized, are to facilitate communication within the community and with local officials and other organizations to ensure that the interests of the members of the community are being addressed.

Section 2 ORGANIZATION

The BCO is organized as a not-for-profit corporation under the General Not For Profit Corporation Act of Illinois, in force January 1, 1987 and conducted as a non-partisan, non-sectarian, not for profit civic organization.

Section 3 ACTIVITIES

No part of the net earnings of the BCO shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons except that the BCO shall be authorized and empowered to pay reasonable compensation for services rendered. The BCO shall not participate in or intervene in any political campaign on behalf of any candidate for public office or any political party (including fund raising, or the publishing or distribution of statements). Upon dissolution of the organization, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the BCO, dispose of all the remaining assets for the benefit of the Bowmanville community.

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ARTICLE IV

MEMBERSHIP

Section 1 INDIVIDUAL MEMBERSHIP

A. Eligibility:

Any person shall be eligible to be an “Individual Member” with an “Individual Membership” if they meet the following requirements:

1. Person shall reside within the BCO boundaries.
2. Person shall be eighteen (18) years or older.

B. Admission to Membership:

Any eligible person shall become an Individual Member upon submitting proper application, verification of residency and payment of the annual dues.

C. Representation:

Every Individual Member of thirty (30) days standing shall be entitled to one (1) vote in all deliberations of the general membership unless he or she is suspended for non-payment of dues.

D. Dues:

The amount of dues for an Individual Membership shall be annually reviewed and determined by recommendation from the Board of Directors for ratification by a majority vote of the membership. Annual dues shall be payable when a member joins and are renewable on member’s individual anniversary date. Any member who fails to renew membership within ninety (90) days of their anniversary date shall be dropped from the active membership roll.

E. Proxy Votes:

Proxy Votes shall be allowed for Individual Membership members at the Annual Meeting for the election of the slate of officers and for other deliberations when the Board of Directors deems applicable. Only Proxies executed on a proxy form, authorized by the Secretary of the BCO will be recognized.

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The following proxy form is an example that contains the minimal required information to be used:

General Proxy Form
I, (<u>Member name</u>) member of <u>Bowmanville Community Organization</u> , hereby appoint (<u>Name</u>) to be my proxy, to vote in my place and on my behalf as though I were voting, at <u>the Bowmanville Community Organization meeting on (date of meeting) at(time of meeting)</u> or at any adjournment thereof, hereby revoking all previous proxies.

<i>member signature</i>

member address

<i>witness signature</i>

Section 2 ORGANIZATION MEMBERSHIP

A. Eligibility:

Any institution, corporation, organization, association or group shall be eligible to be an "Organization Member" with an "Organization Membership" if it meets the following requirements:

1. Organization has a functioning location within the BCO boundaries.

B. Admission to Membership:

Any eligible organization shall become an Organization Member upon submitting proper application, verification of functioning location, payment of the annual dues and approval by the Board of Directors.

C. Representation:

Each Organization Member shall be represented by one (1) delegate. Every Organization Member of thirty (30) days standing shall be entitled to one vote in all deliberations of the general membership, unless the Organization Member is suspended for non-payment of dues. The chief officer of any Organization Member shall certify, in writing, the name of its delegate to the Secretary of the BCO. No Organization Member delegate shall be entitled to a vote until so certified. The chief officer of any Organization Member shall not change any designation of its delegate, except in writing.

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D. Dues:

The amount of dues for an Organization Membership shall be annually reviewed and determined by recommendation from the Board of Directors for ratification by a majority vote of the membership. Annual dues shall be payable when a member joins and are renewable on member's individual anniversary date. Any member who fails to renew membership within ninety (90) days of their anniversary date shall be dropped from the active membership roll.

E. Proxy Votes:

No Organization Member is permitted to vote or substitute its presence at meetings by proxy.

Section 3 NON-RESIDENT INDIVIDUAL MEMBERSHIP

A. Eligibility:

Any person shall be eligible to be a "Non-Resident Individual Member" with a "Non-Resident Individual Membership" if they meet the following requirements:

1. Person shall not reside within the BCO boundaries.
2. Person shall be eighteen (18) years or older.

B. Admission to Membership:

Any eligible non-resident person shall become a Non-Resident Individual Member upon submitting proper application, verification of non-residency, payment of the annual dues and approval by the Board of Directors.

C. Representation:

Non-resident Individual Membership has all the privileges except voting.

D. Dues:

The amount of dues for a Non-Resident Individual Membership shall be annually reviewed and determined by recommendation from the Board of Directors for ratification by a majority vote of the membership. Annual dues shall be payable when a member joins and are renewable on member's individual anniversary date. Any member who fails to renew membership within ninety (90) days of their anniversary date shall be dropped from the active membership roll.

Section 4 NON-RESIDENT ORGANIZATION MEMBERSHIP

A. Eligibility:

Any institution, corporation, organization, association or group shall be eligible to be a "Non-Resident Organization Member" with a "Non-Resident Organization Membership" if it meets the following requirements:

1. Organization has a functioning location outside the BCO boundaries.

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B. Admission to Membership:

Any eligible organization shall become a Non-Resident Organization Member upon submitting proper application, verification of functioning location, payment of the annual dues and approval by the Board of Directors.

C. Representation:

Non-Resident Organization Membership has all the privileges except voting.

D. Dues:

The amount of dues for a Non-Resident Organization Membership shall be annually reviewed and determined by recommendation from the Board of Directors for ratification by a majority vote of the membership. Annual dues shall be payable when a member joins and are renewable on member's individual anniversary date. Any member who fails to renew membership within ninety (90) days of their anniversary date shall be dropped from the active membership roll.

ARTICLE V

MEMBERSHIP MEETINGS

Section 1 GENERAL MEMBERSHIP MEETINGS

At least two (2) "General Membership Meetings" of the BCO shall be held annually, one (1) of which shall be the Annual Meeting (*see Section 2*). A General Membership Meeting is any meeting of the membership including Special Membership Meetings, (*see Section 3*) Due notice shall be given to all Individual Members and Organization Members.

Section 2 ANNUAL MEETING

The Annual Meeting shall be held each year in October. The primary purpose of the Annual Meeting is for the electing of Directors and Officers. At this meeting, the outgoing President shall give his annual report to the BCO. The Officers and members of the Board of Directors elected at this meeting shall be installed at this same meeting. Other deliberations or business may be conducted at the Annual Meeting as needed.

Section 3 SPECIAL MEMBERSHIP MEETINGS

Special Membership Meetings may be called by the President or by the Board of Directors or by fifteen (15) members. At least five (5) days notice of such meetings, along with notice of purpose of such meeting, shall be given to all individual members and organization members.

Section 4 QUORUM

A quorum for the conduct of business at a General Membership Meeting shall be 10% of current membership and at least two (2) officers of the BCO.

Section 5 MOTIONS

Motions which have been submitted to the Board of Directors for consideration and which have been approved by the Board of Directors, shall require a majority vote of all present and entitled to vote for approval in any membership meeting. All other motions submitted at membership meetings shall require a two-thirds (2/3) majority vote of all present and entitled to vote.

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ARTICLE VI

OFFICERS

Section 1 COMPOSITION

The Officers of the BCO shall be President, Vice President, Secretary and Treasurer, each of whom shall have been an Individual Member for at least thirty (30) days. "Assistant Secretary" and "Assistant Treasurer" positions may be elected by the general membership or appointed by the Board of Directors or discharged by same. No elected public or elected party office holder or candidate for public or party office in the city, county, or state government, or member of his or her immediate family, may be an Officer. Any Officer, who, during his or her term of office, files a petition for election to any public or party office, shall have vacated their office in the BCO.

Section 2 ELECTION OF OFFICERS

A. Term

The Officers shall be elected at the Annual Meeting of the BCO and shall serve for one year until their respective successors have been elected.

B. Eligibility

No person shall be eligible to be elected as President for more than two (2) consecutive elected terms.

C. Election

A majority vote of all present and entitled to vote at the Annual Meeting shall elect an Officer.

D. Voting

Voting shall be by secret ballot unless there is only one (1) nominee for an office, in which event the nominee may be selected by acclamation. If the vote for any office shall result in a tie, voting shall continue until one (1) candidate receives a majority of the votes cast.

Section 3 DUTIES OF OFFICERS

A. PRESIDENT

The President shall be the chief executive officer of the BCO. The President shall preside at all meetings. The President shall be a member ex-officio of all committees except the nominating committee and the auditing committee. In addition, the President shall have the rights and powers customarily given a president in accordance with the parliamentary authority adopted by the BCO. Whenever the vote is by ballot, the President is entitled to cast his or her vote. Whenever the vote is by voice or standing, the President shall be entitled to vote only in case of a tie.

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B. VICE PRESIDENT

The Vice President shall have all the rights and powers customarily given a vice-president in accordance with the parliamentary authority adopted by the BCO. It shall be the duty of the Vice President is to assist the President in the performance of his or her duties as the President may direct, and shall perform such other duties as from time to time may be assigned to him or her, by the President or the Board of Directors and to preside over all meetings of the organization in the absence of the President. In the case of the death or resignation of the President, or in the case of removal from office for a good cause shown, the Vice President shall automatically assume the office of the President and serve for the unexpired term.

C. SECRETARY

It shall be the duty of the Secretary (1) to handle the correspondence of the BCO as required by the President and or the Board of Directors; (2) to assure that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (3) to be custodian of the organization's records; (4) the Secretary shall also be the chief record keeping officer of the BCO. (5) It shall be the responsibility of the Secretary to keep an accurate record of the minutes of all General Membership Meetings, all meetings of the Board of Directors and all meetings of the Executive Committee (*herein after defined*). (6) The Secretary shall also keep a copy of the current bylaws and of the parliamentary authority adopted by the BCO and (7) perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors. In addition, the Secretary shall have all rights and powers customarily given a Secretary in accordance with the parliamentary authority adopted by the BCO.

D. TREASURER

The Treasurer shall be the principal accounting and financial officer of the BCO. He or she shall (1) have charge of and be responsible for the maintenance of true and accurate books of account and financial statements for the BCO; (2) have charge and custody of all funds of the BCO, and be responsible thereof, and for the receipt and disbursement thereof; and (3) perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors. The Treasurer shall present a statement of account at the monthly Board of Directors meetings and at the General Membership Meetings. In addition, the Treasurer shall have all rights and powers customarily given a Treasurer in accordance with the parliamentary authority adopted by the BCO.

Section 4 ASSISTANT SECRETARY AND ASSISTANT TREASURER

Assistant secretaries and assistant treasurers shall perform such duties that shall be assigned to them by the Secretary or Treasurer, respectively, or by the President or the Board of Directors, and shall be entitled to vote in the stead of the Secretary or Treasurer respectively. There shall never be more than the Board of Directors sixteen (16) votes possible in any Board deliberation.

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Section 5 VACANCIES

If any Officer fails to attend a combination of three (3) consecutive General Membership Meetings or Board of Directors meetings, the remaining members of the Board of Directors, by majority vote of those present at any regularly scheduled meeting of the Board, may declare a vacancy. The President or the Secretary shall advise the Officer concerned. Vacancies which arise in this manner, or through death or resignation or through any other cause, shall be filled by appointment by the Board of Directors for the unexpired term, except in the case of the office of President. Any such vacancies filled by the Board of Directors are subject to the approval of the general membership at the next General Membership Meeting of the BCO.

ARTICLE VII

BOARD OF DIRECTORS

Section 1 COMPOSITION AND RESPONSIBILITIES

The business and affairs of the BCO shall be managed by a Board of Directors. The Board of Directors shall consist of sixteen (16) members, and be composed of four (4) elected or appointed Officers, and twelve (12) other Directors elected by the membership (see Article XI *Election Procedures*) or appointed by the Board in accordance with Article VI Section 5 (*Officer Vacancies*) or Article VII Section 3 (*Director Vacancies*). Directors will be members of the BCO. Each Director must also serve on at least one (1) committee of the BCO. At least eight (8) members of the Board shall be residents of the community. No elected public or elected party office holder or candidate for public or party office holder or member of his or her immediate family in city, county, or state government may be a Director. Any Director, who, during his or her term of office, files a petition for any public or party office, shall be considered to have vacated their position on the Board of Directors. Directors shall be present at the annual meeting.

Section 2 MEETINGS AND QUORUM

The Board of Directors shall meet once a month. Eight (8) members of the Board including the President or the Vice President and one (1) other Officer shall constitute a quorum. The Board of Directors shall keep a record of its proceedings. Special Meetings of the Board of Directors may be called by the President or three (3) or more Directors. Notice of any special meetings shall be given at least five (5) days in advance of such a meeting.

Section 3 VACANCIES

If any Director fails to attend a combination of three (3) consecutive General Membership Meetings, or Board of Directors meetings, the remaining members of the Board of Directors, by a majority vote of those present at any subsequent regularly scheduled meeting of the Board, may declare a vacancy. The President or the Secretary shall advise the Director concerned. Vacancies which arise in this manner, or through death or resignation or through any other cause, shall be filled by appointment by the Board of Directors for the unexpired term. Any such vacancies filled by the Board of Directors are subject to approval of the general membership at the next General Membership Meeting of the BCO.

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ARTICLE VIII

EXECUTIVE COMMITTEE

Section 1 COMPOSITION

The "Executive Committee" shall be composed of the President, Vice President, Secretary and the Treasurer.

Section 2 POWERS

The Executive Committee shall have all the powers of the Board of Directors during the intervals between meetings of the Board of Directors. The Executive Committee shall submit its actions for approval at the next General Membership Meeting of the BCO or at the next meeting of the Board of Directors.

Section 3 CHAIRMAN AND MEETINGS

The President of the organization shall be chairman of the Executive Committee and the committee shall meet at the call of the President. It shall keep a record of its proceedings. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE IX

COMMITTEES

Section 1 STANDING COMMITTEES

In order to engage in and carry out activities which nurture a community spirit, there shall be the following "Standing Committees":

A. PLANNING AND DEVELOPMENT

B. COMMUNICATIONS

C. MEMBERSHIP

D. GARDENING

E. EVENTS

In addition to the Standing Committees designated by these bylaws, the Board of Directors shall have the power to create new Standing Committees as the need arises and shall then present to the membership any such change in these Standing Committees for ratification at the next General Membership Meeting. The Board shall also recommend the elimination of Standing Committees when it is determined to be appropriate, and then present any such change in these Standing Committees for ratification at the next General Membership Meeting.

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Section 2 COMMITTEE MAKE UP

Standing Committees shall have a committee chairman who may or may not be a member of the Board of Directors; however, each committee must have at least one (1) Board member on it to report back to the Board of Directors advising of the committee's activities. In the absence of a committee's recommendation for its chairman, the Executive Committee of the BCO shall appoint a chairman to that Standing Committee, unless otherwise provided by these bylaws

Section 3 SPECIAL COMMITTEES

The Board of Directors shall have the authority to create, modify, discharge or eliminate "Special Committees" as needed, and shall define the specific powers, duties, functions, and scope thereof.

Section 4 AUDITING COMMITTEE

At least three (3) weeks prior to the Annual Meeting of the BCO, the Board of Directors shall appoint an "Auditing Committee" of three (3) members to audit the books of the BCO. The President shall not be a member of this committee. (*Note Article VI Section 3A*) The Treasurer shall not be a member of this committee but shall meet with and advise the committee at the discretion of the chairman of the Auditing Committee. This committee shall examine the accounts of the organization and shall report their findings at the Annual Meeting of the BCO.

ARTICLE X

NOMINATING COMMITTEE

Section 1 NOMINATING COMMITTEE

The "Nominating Committee" shall consist of seven (7) members, preferably including a member from the previous year's Nominating Committee (*pursuant to any exclusion in Article VI Section 3A*); three (3) of whom shall be members of the Board of Directors and four (4) of whom shall be members of the general membership, and two (2) alternates; one (1) from the Board of Directors and one (1) from the general membership who shall replace any vacancies respectively that may occur. They shall elect their own chairman and shall prepare a slate of Officers, Directors and Nominating Committee members for election at the next Annual Meeting. The Nominating Committee shall consult with and obtain consent and resume, if available, of all persons whose names are placed in nomination. The Nominating Committee shall begin (*typically in June*) its work and convene at least four (4) months before the Annual Meeting.

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ARTICLE XI

ELECTION PROCEDURES

Section 1 SLATE OF NOMINEES

The Nominating Committee shall file with the Secretary a list of Board nominees, the "Slate of Nominees", not less than forty (40) days before the Annual Meeting. The Board of Directors shall review and approve the Slate of Nominees to meet the thirty day (30) notice to membership requirement, (*herein after defined*).

Section 2 NOTICE TO MEMBERS

The Secretary shall deliver a copy of the approved Slate of Nominees to each member in good standing, at least thirty (30) days prior to the Annual Meeting.

Section 3 ADDITIONAL NOMINEES

Additional candidates may be placed in nomination by any member in good standing upon written petition, signed by not less than 10% of the current membership in good standing, and filed with the Secretary of the BCO no less than twenty (20) days prior to the Annual Meeting.

Section 4 NOTICE OF ADDITIONAL NOMINEES

The Secretary shall verify that the process for adding nominees was followed and authorize the notice of any additional candidate nominees. The Secretary shall then deliver a copy of the approved additional nominees to each member in good standing of the BCO at least two (2) weeks prior to the Annual Meeting.

Section 5 VOTING

A majority vote of all present and entitled to vote at the Annual Meeting shall elect Directors, Officers and Nominating Committee members. Voting shall be by secret ballot, unless there is only one (1) nominee presented for each position, in which event the nominees may be selected by acclamation. If the vote for any position shall result in a tie, voting shall continue until one (1) candidate receives a majority of the votes cast. (*Voting for Officers is also covered in Article VI Section 2C and Section 2D*)

Section 6 ASSUMPTION OF OFFICE

The members as elected at the Annual Meeting shall take their place on the Board of Directors after the prior Board adjourns, and the newly elected President call the new Board to order. The retiring and remaining Board of Directors are responsible for orienting newly elected Directors.

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ARTICLE XII

AMENDMENTS

Section 1 NOTICE

Notice of any proposed change in these bylaws shall be included in the announcement of the meeting at which the proposed changes are to be considered and voted. This notice must be provided at least two (2) weeks prior to the meeting upon which the changes will be voted.

Section 2 MANNER OF AMENDMENT

These by-laws may be amended, added to or repealed in whole or in part by a two-thirds (2/3) vote of those present and entitled to vote at any General Membership Meeting of the BCO, provided a copy of the new bylaws or any proposed change in the present bylaws shall have been made available to every member of the BCO at least two (2) weeks prior to the meeting at which they will be considered and voted.

Section 3 EFFECTIVE DATE

Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rule of Order, Newly Revised shall govern this organization in all cases to which they are applicable, provided that they are not inconsistent with these bylaws and any special rules of order the BCO may adopt.

Revised and Amended by the BCO Board of Directors and ratified by the Membership

Date: October 18, 2007