

# Revised Bylaws of the Jackson Park Advisory Council

## As Passed December 13 2010 w amendments 5/14, 3/15

Submitted by the JPAC Bylaws Review Committee Gary Ossewaarde & Frances S. Vandervoort

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### Article One: Name

The name of this organization is the Jackson Park Advisory Council (JPAC).

### Article Two: Purpose

*Section 1:* The purpose of the JPAC is--

- (a) to provide a forum for organized and unorganized users of Jackson Park through which information regarding Jackson Park can be shared;
- (b) to advise and to make recommendations to the Chicago Park District concerning improvements in program, park maintenance, and other matters relating to Jackson Park and the patrons of Jackson Park;
- (c) to encourage long-range planning for Jackson Park;
- (d) to promote ways for the community to better utilize the Chicago Park District's programs and facilities at Jackson Park;
- (e) to increase community awareness by involving all segments of the Jackson Park community and all patrons of Jackson Park, in the planning and implementation of JPAC and Chicago Park District projects; and
- (f) to assist in locating alternate funding sources to enhance the facilities at Jackson Park.

### Article Three: Membership

*Section 1: General*

The JPAC Membership shall be composed of Voting Members. Voting members shall be any persons other than Chicago Park District staff who shall at any given meeting meet the attendance requirement of Sections 2 or 3 of this Article Three. There shall be no requirement of dues for voting membership. Membership may be individual or organizational. There are no geographical boundaries limiting membership in the JPAC.

*Section 2: Individual Voting Membership*

An individual is a voting member if he or she is attending at least the second meeting in the preceding consecutive 12-month period that includes that meeting.

*Section 3: Organizational Voting Membership*

An organization is a voting member if it is a commercial or not-for-profit group, and a designated representative is attending at least the second meeting in the preceding consecutive 12-months that includes that meeting. Each organization must designate in writing one representative and one or more alternates one of whom is entitled to represent the organization at a JPAC meeting.

*Section 4: Chicago Park District Employees*

Applicable area Chicago Park District managers and the Jackson Park Supervisor shall be ex-officio, non-voting members of the JPAC and shall serve as liaisons of the Chicago Park District to the JPAC. Chicago Park District employees assigned to Jackson Park may be non-voting members of the JPAC.

*Section 5: Dues*

Annual dues/contributions are based on a fiscal year starting January 1 and ending December 31. The JPAC Voting Membership shall set a schedule of dues/contributions that are consistent with guidelines of the Chicago Park District at any meeting provided that a previous regular meeting has voted to place the matter on the agenda and that proper notice is provided to the Voting Membership, which notice may be in a timely-mailed Newsletter. A roster of JPAC annual Contributors shall be maintained by the Secretary.

*Section 6: Restrictions*

JPAC 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.

*Section 7: Requirements*

- (a) JPAC shall consist of at least three (3) members, including the elected officers as defined in Article Six.
- (b) Every member must complete a membership application.
- (c) Any member whose work involves contact with children must submit a volunteer application to the Chicago Park District.

### Section 8: Member Removal

Any member may be removed as a member of JPAC 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 members present at a regular meeting at which a quorum is present, provided the member in question is notified of the proposal to remove and is given the opportunity to be heard at the meeting. A member remains in good standing by good faith compliance with the provisions of these bylaws.

## Article Four: Meetings

### Section 1:

(a) All meetings of the JPAC are open to any person or organization.

(b) Proper notice must be posted at the Jackson Park field house at least 14 days prior to the meeting date and will be included in the JPAC monthly newsletter mailed to all JPAC members at least ten days prior to the meeting.

(c) JPAC meetings may be cancelled due to emergency conditions; notice must be posted immediately in the Jackson Park field house; and the Park Supervisor or Area Manager should be notified.

(d) For notices required in these bylaws and for the Newsletter, timely electronic send shall be considered sufficient for members for whom JPAC has valid email addresses.

### Section 2: Monthly meetings

JPAC meetings will normally be held monthly, in no case less than once in each quarter and as provided in Section 3, on days and at times that Jackson Park is open. The regular day, week of the month and time shall be set by JPAC at its annual meeting, timely mailed to the membership and posted per Section 1(b). Should the Board thereafter designate another date for one or more meetings or cancel one or more meetings, notice of change will be mailed to the membership and posted per Section 1(b).

### Section 3: Annual Meeting

The monthly meeting in November shall be designated the annual meeting of the JPAC. At this meeting JPAC officers will be elected to serve for the next year beginning at the conclusion of the annual meeting unless the election of an officer is disputed (in which case the then-current officer shall continue to serve until the election dispute is resolved). Notice for the agenda of the annual meeting shall be posted and mailed per Section 1(b).

## Article Five: Voting

Section 1: Each person who has met the requirements of Article Three, Sections 2 or 3, is entitled to one vote.

Section 2: A person may attend and vote as an individual or as a representative of one organization, but not as both.

Section 3: In order for any membership vote to be valid, at least seven members, which constitutes a quorum, must be present.

Section 4: There shall be no voting by proxy or absentee ballot.

Section 5: It is expected that JPAC members will excuse themselves from voting on issues where there is a conflict of interest such as where an issue would affect their personal or organizational interest.

## Article Six: Officers and Board of Directors

Section 1: Officers shall consist of the president, vice president, secretary and treasurer (the latter two may be combined). The board of directors (Board) shall consist of the officers.

(a) The membership may elect up to two additional members-at-large to the Board of Directors for one-year terms to end at the annual meeting. The membership may specify that such board members be elected at the annual meeting or may at the annual or a regular meeting place such an election on the agenda of the next regular meeting. Provisions for notice and elections shall be followed.

### Section 2: Election and Terms of Office

Officers shall be elected once a year by a simple majority vote and serve a one-year term or until their successors are elected. Nominations must be made by voting members and may be made from the floor during the annual meeting. All officers must be voting members in good standing. Officers cannot hold more than one office at a time (except that the Secretary and Treasurer may be the same person).

### Section 3: Officers

(a) The officers shall govern JPAC at all times and shall consist of:

(1) The President: a voting member who shall prepare the agenda and preside over all JPAC meetings and shall perform such other duties as JPAC shall direct. The President can assign duties to other officers from time to time.

(2) The Vice-President: a voting member who shall preside at the meetings in the absence of the

President, and shall perform such other duties as JPAC shall direct; if the President cannot complete his/her term for whatever reason, the Vice President is the successor to the President for the remainder of the past President's term.

(3) The Secretary: a voting member who shall record minutes of all JPAC meetings; shall keep a permanent file of all JPAC records; shall keep an up-to-date roll of members; shall maintain a record of member attendance at JPAC meetings; shall issue notices to all JPAC meetings; and shall perform such other duties as JPAC shall direct. Copies of all files are to be kept in the JPAC binder kept at the Jackson Park field house.

(4) The Treasurer: a voting member who shall have charge and custody of and be responsible for all JPAC funds; receive receipt and give monies due and payable to JPAC from any source whatsoever, and deposit all such funds per Article Seven Section 1. The Treasurer shall give financial statements at each meeting, and an itemized report once a year.

(b) All officers shall complete and file a Registration form with the Chicago Park District.

*Section 4: Salaries.* The officers of JPAC shall not be salaried.

#### *Section 5: Elections*

(a) Written notice of all elections shall be posted and mailed per Article Four, Section 1(b), prior to the election.

(b) Elections shall take place once in the calendar year.

(c) Officers shall be elected by a majority of the votes cast. Ballots shall be counted and the results announced at the meeting. Any ties or pluralities are to be resolved by immediate runoff after dropping the candidate with the least votes.

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

(e) All ballots shall be placed in an envelope and presented to the Chicago Park District to be filed.

#### *Section 6: Removal*

Any officer may be removed by a two-thirds vote of the voting members present at a regular meeting at which a quorum is present, provided the proposal to remove is included in the meeting notice. Proposals to remove an officer shall be made in writing by any five voting members of the JPAC or by a majority of the Board and delivered to the Secretary who shall then include the proposal in the meeting notice.

#### *Section 7: Vacancies*

(a) The membership shall proceed to fill any vacancy except as provided herein at the next monthly meeting after the vacancy occurs, provided that timely notice of the meeting includes such election to fill a vacancy. The vacant office(s) may by majority vote be filled on an interim basis and nominations taken for election at the next meeting with timely notice to be given. If the occurrence of the vacancy has not allowed for timely notice thereof, the membership shall only take nominations for election to fill the vacancy at the next meeting. Timely notices of vacancy, election to fill vacancies, and vacancies filled must also be given to the park supervisor.

(b) A vacancy via resignation may be without formal notice provided an officer can show reasonable evidence (including in media) of such resignation to a meeting and a majority at the meeting declares the vacancy, Any officer who misses two consecutive meetings without notice to the president, secretary or other officer shall be considered to have resigned his or her office.

(c) After any vacancy has been filled a new Registration Form is to be completed and submitted to the Chicago Park District immediately.

### **Article Seven: Finances**

#### *Section 1: Deposits*

All funds of the JPAC not otherwise allocated shall be deposited in a timely fashion to the credit of JPAC in such banks or other financial institutions as the Board may select, with the assistance of a fiscal agent designated by the Board. All accounts of the JPAC shall require two officers' signatures for all withdrawals.

#### *Section 2: Approval of Expenditures*

All expenditures shall be approved at a JPAC meeting and, except as directed at a meeting, executed by issuance of checks at the meeting.

#### *Section 3: Contracts*

No officer or member of the JPAC may enter into any contract on behalf of JPAC without prior approval of the membership.

#### *Section 4: Fundraising*

No officer or member of the JPAC may solicit any funds on behalf of the JPAC without prior approval of the membership. No officer or member for the JPAC may solicit any funds on behalf of the Chicago Park District without prior written consent of the Chicago Park District.

#### *Section 5: Loans*

No loans shall be made by the JPAC to anyone.

**Article Eight: Committees**

*Section 1: Committee Composition*

The JPAC or Board may create committees deemed necessary and appropriate to fulfill the purposes of JPAC. Committees shall be composed of voting members appointed by the President.

*Section 2: Committee Chair*

The President shall appoint the committee Chair. Committee Chairs shall assure that all interested parties are given notice of meetings and assure that an accurate report of the proceedings is made at each JPAC meeting.

**Article Nine: Conflict Resolution**

*Section 1:* The JPAC officers have the responsibility of monitoring the actions and activities of JPAC as a whole. JPAC and the Board have the right to review the actions of any individual member, officer, or group of members or officers acting on behalf of JPAC. JPAC may consider removal of a member, officer, or group of members in accordance with the terms contained in these bylaws.

*Section 2:* Any person having a complaint about the operation of JPAC or about the conduct any officer or member related to JPAC activities shall promptly (but no later than 30 days after the occurrence of the applicable event) submit a written statement to the President or the Secretary specifying the facts of the case, the names of any witnesses, and the resolution requested. The recipient shall present the complaint to the Board to investigate (excluding any officer that is the subject of the complaint). The period for submission of a complaint may be extended by the Board upon a finding of a compelling basis for the delayed submission. At the direction of the Board, the President or Vice-president shall respond to any such complaint in writing and file a copy of the response in the file kept at the Jackson Park field house. Should the complainant be dissatisfied with the response, the complainant shall have the right to appear before the next regular JPAC meeting, in order to present written or oral statements.

*Section 3:* If JPAC is unable to successfully remedy a complaint, or the complainant is dissatisfied with the response after being heard by the general membership, the complainant can present the matter to the Chicago Park District Complaint Review Committee (CRC) for consideration. The decision of the CRC will be final and binding upon all the parties involved.

**Article Ten: Registration**

*Section 1:* JPAC acknowledges that each park shall have only one registered Park Advisory Council, and that there shall be no joint Park Advisory Councils or combined representation. JPAC 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. Each elected officer will execute the Registration Form on behalf of JPAC and all the members shall agree to abide by its terms.

**Article Eleven: Parliamentary Authority**

*Section 1:* All meetings of the JPAC shall be governed by the latest edition of Robert’s Rules of Order, except as such rules are inconsistent with these bylaws or applicable laws.

**Article Twelve: Amendment of Bylaws**

*Section 1:* Amendments to the JPAC by-laws may be proposed (1) by a written request from any member submitted to the Secretary, or in the absence of the Secretary, the President, or (2) by an officer or other members at a regular meeting. Any such proposal shall be initially discussed at a regular meeting of the JPAC and, if there is a consensus to put the proposal to a vote, then the proposal will be placed on the agenda for further discussion, consideration of amendments, and a vote at a subsequent regular or special meeting, with notice, including posting at the Jackson Park field house.

*Section 2:* Amendments shall be adopted upon a 2/3 vote of the JPAC voting members present at such meeting at which a quorum is present, and shall be attached to these bylaws. A copy of all amendments shall be provided to the Chicago Park District.

**ADOPTED: (Month \_December \_\_\_\_/Day \_13 \_\_\_\_\_/Year 2010 \_\_\_\_\_)**

Amendment adopted May 12, 2014. Article Four: Meetings Section 1 add new subsection:  
(d) For notices required in these bylaws and for the Newsletter, timely electronic send shall be considered sufficient for members for whom JPAC has valid email addresses.

Amendment adopted March 09, 2015. Article Six: Officers and Board of Directors Section 1 add new subsection:  
(a) The membership may elect up to two additional members-at-large to the Board of Directors for one-year terms to end at the annual meeting. The membership may specify that such board members be elected at the annual meeting or may at the annual or a regular meeting place such an election on the agenda of the next regular meeting. Provisions for notice and elections shall be followed.

