

## ARTICLE I – NAME

The name of the organization shall be the **Chicago Women's Park and Gardens Advisory Council** (formerly Park 550 Advisory Council) or hereinafter referred to as the **Chicago Women's Park and Gardens Park Advisory Council**, or the **Chicago Women's Park and Gardens PAC, or PAC.**

## ARTICLE II – PURPOSE

The **Chicago Women's Park and Gardens PAC** is a volunteer not-for-profit organization with a mission to provide a permanent body that enables associated Chicago Park District Facilities to respond and adapt to the changing needs of all users, as the park and indoor facility pass from generation to generation. The purpose of the **Chicago Women's Park and Gardens PAC** will be to actively and collectively work together with the residents, community stakeholders, and the Chicago Park District to:

- Promote ways for the community to better utilize the Chicago Park District's programs and facilities at both the **Chicago Women's Park and Gardens** park and the indoor recreational & educational facility (here into referred to as "Field House"), and support, foster, or sponsor the development and execution of educational, art, cultural, fitness, and special event programs for residents of all ages, experience, and interests.
- To provide the community and patrons a vehicle through which information and feedback regarding operation and improvement of both the **Chicago Women's Park and Gardens** park and Field House, including:
  - Park programming offerings, quality, and balance for all users
  - Park maintenance deficiencies and opportunities
  - Park capital improvements, beautification, and public art opportunities
  - Park operational resources including staffing, equipment, and operation budget
  - Concession operation, feedback, improvements or proposed changes
  - Opportunities for special events, open houses, movies, fairs, and holiday parties
  - Advocate for the development of partnership programming and community activities such as garden clubs & walks, movies, youth programs, and senior events
- Support Community Gardening programs for **Chicago Women's Park and Gardens**, and advocate high maintenance standards of **Chicago Women's Park and Gardens**.
- Recognize the unique location of both the **Chicago Women's Park and Gardens park** and Field House as being in a legally designated **Chicago Landmark District**, and support operation of the **Chicago Women's Park and Gardens** to its intended mission as a "passive park compatible with the neighboring historic museums", and in context of with the other historical and cultural assets of the surrounding **Prairie Avenue Historic District**, while "commemorating the achievements of significant Chicago women"

## **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**.

### **Section 2: Requirements**

- 2.1 The **PAC** shall consist of at least four (4) 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. All PAC members shall conduct themselves in an appropriate, professional manner, while representing the PAC, conducting PAC business and at PAC's activities.
- 2.2 **GENERAL MEMBERSHIP** - General members of the **PAC** shall be Chicago Residents over the age of eighteen (18) who completed the **Chicago Women's Park and Garden's PAC** registration form or have paid their annual dues for the current year (if required) as outlined in Articles of these Bylaws.
- 2.3 **VOTING MEMBERSHIP** – Voting Members of the Council shall be those who, in addition to meeting other requirements of Section 2.2 of this article shall:
  - A. Have attended two (2) Council Meetings in the twelve (12) month period prior to and including the date on which the vote is to be taken or
  - B. Have been elected a member of the Board of Directors of the Council.

### **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 members. A member remains in good standing by completing the requirements of above.

## **ARTICLE IV – OFFICERS**

### **Section 1: Officers**

The officers of the **PAC** shall govern the **PAC** at all times and shall consist of four executive Board members and up to seven (7) Directors:

The *President*: a voting member who shall prepare and 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.

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 the **PAC**, shall direct; if the president cannot complete their term, the Vice President is the successor to the President for the remainder of the past President's term.

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.

The *Directors*: voting members, who shall serve to support the executive board, provide or solicit input in support of **PAC** & facility objectives, lead special projects or **PAC** event planning, or desire to serve as chair of a committee as appointed by the executive board.

All officers shall register with the **PAC** by completing the Chicago Women's Park and Garden's PAC individual Registration form.

No part of the net earnings of the **PAC** shall inure to the benefit of, or become distributable to, its members, directors, officers, or other private persons except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered.

### **Section 3: Eligibility & Duties**

To be eligible to be a voting member of the Board of Directors, a person shall be a voting member of the Council as defined in Article III of these Bylaws.

Unexcused absences from any three (3) consecutive regular meetings of the Board in one (1) year shall constitute resignation from the Board on the motion of any Board Member and with approval from the board. The President shall send written notice of such resignation to the Board Member.

### **Section 4: 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 Chicago Park District PAC at a time.

### **Section 5: Elections**

Written notice of all elections shall be posted by the **PAC** Board of Directors in the Park Fieldhouse 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 next **PAC** meeting. Any ties are to be resolved as by either a revote at the next meeting or appointment by the executive council following review.

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. Proxy voting or absentee ballots shall not be permitted.

### **Section 6: Vacancies**

In the event of an officer vacancy, voting members of the council shall fill vacancies on the Board at the next monthly meeting after the vacancy occurs, and the Board shall seek to fill the role by open notice. If multiple candidates apply, an election for that position may be performed.

After any vacancy has been filled 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.

### **Section 2: Quorum**

A quorum for the transaction of business at a **PAC** meeting shall consist of a majority of **PAC** Executive Officer and Directors present (Based on original make-up this is 6 out of 11 elected positions)

### **Section 3: Voting**

- 3.1 Any resident member of the **PAC**, that meets the requirements of **Article II** 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**, may offer opinions but do not have a vote.
- 3.2 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 or organizational interest.

- 3.3 There shall be no voting by proxy or absentee ballot for determining the membership of the board of directors. The board may use proxy votes for general board business if face to face meetings are not available.
- 3.4 **Preliminary Poll** - Before a vote is taken, the President or any member may call for a preliminary poll on any matter that comes before the Council except election of board members. Where a preliminary poll reveals substantial division, if circumstances permit, the matter in question may be referred to the appropriate committee or task force for study and development of consensus.
- 3.5 Methods and Procedures for Voting –
- 3.5.1 – **A regular vote\*** shall be used for routine administrative purposes and shall consist of a count taken by voice vote or a show of hands of the members voting. The minutes shall report the results as announced by the chair.
- 3.5.2 – **A Vote for the Record\*** shall be taken when the results of a vote on any issue are to be communicated to any governmental agency or official for the purpose of advising on policy or practice. A vote for-the-record shall include: (a) count, taken either by rising or by the show of hands of cast in favor, in opposition, and in abstention recorded by name. An accurate record shall appear in the minutes. When a vote for-the record is communicated to any government agency or official, a statement detailing the methods(s) by which the interested and effected parties were informed prior to the vote. If a survey or additional research was performed by the Board, Committee, or Task Force, it should be included.
- 3.5.3 **Elections** - A Vote\* for the election of board members shall be by ballot or by acclamation. Voting may be completed by selection of candidate by position for President, Vice-President, Treasurer, Secretary, and Director Positions.

#### **Section 4: OPEN PAC Meetings**

The **PAC** shall hold at least 6 open Advisory Council meetings annually including the Annual Meeting and meetings where elections take place. Meeting information will be posted at the Field House. All meetings of the **PAC** shall be open to the public and proper notice must be posted at the park Field House 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. Emergency or Special meeting 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.

## Section 5: Accounting

- 5.1 *Bank Account* - The **PAC** will hold at least one Bank Account for the sole use of official Council business. All funds of the **PAC** not otherwise allocated shall be deposited in a timely fashion to the credit of The **PAC** in such banks or other financial institution as the Board may select.
- 5.2 *Fiscal Agency for 501C3* - The **PAC** may utilize 3<sup>rd</sup> party 501(c)(3) Tax Exempt fiscal sponsorship upon approval from the **PAC** Board of directors to be reviewed on an annual basis. The **PAC** may also, with Board approval, establish independent 501(c)(3) Tax exempt status.
- 5.3 **PAC** members will be required to follow Park District requirements for documentation of monetary or in-kind donations.
- 5.4 *Background Check* – Individuals assigned to handle **PAC** finances will be required to submit to Advisory Council Volunteer Background check requirements
- 5.5 *Approval of Expenditures* – All Expenditures shall be approved or reported at a **PAC** meeting and, except as directed at a meeting, executed by issuance of a check at the meeting.
- 5.5 *Contracts* – No officer or **PAC** Member of the **PAC** may enter into any contract on behalf of the **PAC** without prior approval of the membership, nor shall any **PAC** officer or **PAC** member enter into any contract on behalf of the Chicago Park District.
- 5.6 *Fundraising* – No officer or member of the **PAC** may solicit any funds on behalf of the **PAC** without prior approval of the Board of Directors. No officer or member from the **PAC** may solicit any funds on behalf of the Chicago Park District without prior written consent of the Chicago Park District.
- 5.7 *Donations* - Specific use of donations will be allowed and tracked, although if reasonably determined, fees, costs, or overhead for handling, tracking, or auditing said donations is legitimately incurred, the **PAC** may allocate such costs upon approval.

## Section 6: Communication

The **PAC** may host an Advisory Council Website and assign board members to monitor an Advisory Council email address. The **PAC** may use these and other social media tools for direct communication for **PAC** Business with **PAC** Members, Park District officials, municipal officials, other community or not-for-profit organizations, media, and local businesses, with the objective to ensure a consistent and coherent message, while providing a port for direct and factual feedback to the **PAC**. At no time may any **PAC** officer or **PAC** member issue any form of

communication on behalf of the Chicago Park District, without authorization. Communication of specific event information as written and approved for release by the Chicago Park District is allowed.

The **PAC** may establish additional media, marketing, and social media communication guidelines or procedures supplementary to these Bylaws and approved by the **PAC** Officers and Directors.

## **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 one member residing as Chair.

Current approved standing committees include:

- i. Programming
- ii. Building Development & Beautification
- iii. Community Gardening
- iv. Volunteer Support
- v. Parent Committee / Task Force

### **Section 2: Task Force Composition**

Where full time committee may not be required, The **PAC** may create Task Forces to review needs and provide recommendation back to the executive committee, entire board, and or **PAC** membership. The **PAC** may use Task Force as initial test to determine if a committee designation is warranted in future

### **Section 3: Committee& Task Force Chairs**

The **PAC** Officers shall appoint the committee members and the Chairman. Chairmen 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. Committee Chairs may not have personal gain from committee activities.

## **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 **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 **PAC** may consider removal of a member, officer, or group of members in accordance with the terms contained in these Bylaws.

The President or Vice-president of the **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. The **PAC** Board has the option to not consider complaints not filed directly to the **PAC** address, until said filing is completed.

If the **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) 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. Each elected officer 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** Bylaws 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: **March 27<sup>th</sup>, 2012**



### Individual Registration for PAC Membership



**chicago park district**  
541 N. Fairbanks Chicago, IL 60611

## Advisory Council Membership Application

**Park –** Chicago Women's Park & Gardens  
**Park Supervisor (if known)** \_\_\_\_\_

**Name:** \_\_\_\_\_  
Last First

**Address** \_\_\_\_\_  
Street City State Zip

**Telephone** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Areas of Interest:**

- Programs \_\_\_\_\_
- Fundraising \_\_\_\_\_
- Facility and Grounds Beautification \_\_\_\_\_
- Community Gardening \_\_\_\_\_
- Parent Committee \_\_\_\_\_
- Other \_\_\_\_\_

Please use the back of this application to add any additional comments regarding the role that you wish to have as a member of this advisory council. Also, please feel free to comment on your expectations of Park District staff and the advisory council.

Date \_\_\_\_\_

Signature \_\_\_\_\_