

**BYLAWS AND PROCEDURES OF  
WELLES PARK ADVISORY COUNCIL**  
2333 W. Sunnyside Avenue Chicago, IL 60625

**ARTICLE I – NAME**

The name of this organization shall be the Welles Park Advisory Council (hereinafter referred to as the “Council”).

**ARTICLE II - PURPOSE**

The purpose of the Council is to plan effective ways for the community to better utilize their leisure time at Welles Park. In addition, the Council is to serve the park supervisor and staff by advising them of the recreational needs and other concerns of patrons and the outlying community.

**A. COMMUNITY**

The Council is organized to increase community cooperation and awareness by involving all segments of the community including but not limited to block clubs, churches and schools in the planning and implementation of all Council projects or those co-sponsored by the Council. In addition, the Council will provide the community with a vehicle by which information can be shared with the community. Finally, the Council will educate the community about the resources available at Welles Park and throughout the Chicago Park District system.

**B. PARK SUPERVISOR AND STAFF**

The Council will assist the park supervisor and staff by developing communication and cooperation between patrons, neighborhood residents, community groups and local institutions by acting as a vehicle for direct feedback regarding Welles Park programs and operations. Finally, the Council will help the park supervisor and staff build a pool of volunteers to aid in the generation of funds for support of current programs.

**C. ALTERNATE FUNDING SOURCES**

The Council will help in the development of new programs and the maintenance of existing park facilities, equipment and property by sponsoring or co-sponsoring events and locating alternate funding sources. Through the Friends of the Parks, the Council is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

**ARTICLE III - MEMBERSHIP IN THE COUNCIL**

All persons sixteen (16) years of age or over and any civic, social, religious or business organization. The Council will not discriminate because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military service, parental status or sexual orientation.

**A. MEMBERS IN GOOD STANDING**

To be a member in good standing of the Council, a person must attend the two (2) Council meetings immediately preceding the meeting at which the voting is to take place, or fifty percent (50%) of the Council meetings in the twelve (12) month period

immediately preceding the meeting at which the voting is taking place. If a member is no longer in good standing but expresses a good faith effort to regain their good standing they may do so by recommendation from the Executive Board followed by a motion and a two-thirds (2/3) majority vote of eligible Council members present at a meeting.

**B. REMOVAL OF MEMBERS**

By recommendation from the Executive Board followed by a motion and a two-thirds (2/3) majority vote of eligible Council members present at a meeting shall remove any member without prejudice, whenever in its judgment, a member is consistently working destructively against the positive process and progress of the Council.

**ARTICLE IV - EXECUTIVE BOARD – OFFICERS**

The President and Treasurer must be signatories to any bank accounts of the Council. Only those elected as Officers can be signatories to the account.

**A. ELECTIONS AND TERMS**

1. The Executive Board shall consist of a President, Vice-President, Communications Director and Treasurer who shall be in good standing and elected by the members of the Council.
2. Each office may be shared by two (2) people by recommendation from the Executive Board followed by a motion and a two-thirds (2/3) majority vote. In the event an office is held by two (2) people their titles shall be designated “Co-officer role.”
3. The Executive Board of the Council shall serve two (2)-year terms. Members may stand for re-election at the end of their terms.
4. Elections shall be held at the March meeting on even-numbered years. Terms shall take effect immediately.
5. In the event that an office is vacated before the end of a scheduled term, a special election will be held at the next immediate regular meeting, and as may be necessary at each subsequent regular meeting until the office is filled, to complete the normally scheduled term.
6. Any member of the Executive Board absent from three (3) scheduled consecutive meetings or fifty percent (50%) of the Council meetings in a twelve-month period shall cease to be a member of the Executive Board. The remaining members of the Executive Board shall, by simple majority consensus, appoint a successor to finish the term.

**B. OFFICERS’ ROLES**

1. The President is the principal executive officer of the Council. The President shall preside at all Council meetings and decide all matters of order and procedure, subject to these Bylaws and Procedures. He/She shall be responsible for establishing meeting and event dates of the Council along with an agenda. In his/her absence, the Vice-President shall preside over all matters or any Council officer designated by the President. The President shall appoint any committees found necessary to consider any matters properly before the Council or to perform any of its duties with the approval of the Council. In addition, the President may sign with any other officer of the Council any instrument which the Council has authorized to be executed.

2. The Vice-President shall serve as Acting President in the absence of the President or when requested to do so by the President, and at such time the Vice-President shall have the same powers and duties as the President. The Vice President shall also keep an accurate roster of names of Council members in attendance at each meeting, the minutes of the meetings, and be a custodian of all Council records. Next, he/she will be responsible for originals or copies of pertinent documents for placement in the permanent Council record at Welles Park. Finally, the Vice President shall perform any and all other duties as delegated by the President.
3. The Communications Director shall provide a copy of the Council Bylaws to all new Council members. He/She shall be responsible for typing, copying and mailing any and all letters, documents, electronic announcements, and other written and emailed information deemed pertinent in order to perform the business of the Council. He/She shall be responsible for maintaining the Council's website and digital social media presence. Finally, the Communications Director shall perform any and all other duties as delegated by the President.
4. The Treasurer shall have charge, custody of and responsibility for all funds and securities of the Council. In addition, the Treasurer shall receive receipts and give monies due and payable to the Council from any source whatsoever and deposit all funds in the name of the Council in such banks or other depositories deemed appropriate by the Council. Next, the Treasurer shall give financial statements at each meeting and an itemized report twice a year at the March and November meetings. Finally, the Treasurer shall perform any and all other duties as delegated by the President.

## **ARTICLE V – VOTING**

### **A. GOOD STANDING**

All members of the Council who are in good standing shall be allowed one (1) vote on each matter submitted to a vote by the Council.

### **B. QUORUM**

The President shall make a quorum call to decide if a quorum is present. The Council shall not conduct any official business unless a quorum is present. A quorum shall consist of five (5) members in good standing.

### **C. VOTING PROCEDURE**

Unless otherwise specified in these Bylaws and Procedures, the affirmative vote of a majority of those members present and voting shall be necessary to pass a motion, providing a quorum is present (excepting provision IX.2 below for change of Bylaws). The President or other presiding officer shall be entitled to vote on any matter coming before the Council. Chicago Park district staff members who work at Welles Park may not vote on Council matters.

### **D. EMAIL VOTING**

It may become necessary to conduct official business via email. Only in cases where a secret ballot is NOT required will it be permissible to vote via phone call or email. All

members must be included in the “To” section of every email specifically related to the business to be considered at hand. Each email must include the item of business in the subject line. Each member must respond to the initial message to establish a quorum and to ensure that all members have had an opportunity to discuss the business at hand. Email voting should be used rarely and for non-controversial issues.

**E. PROXIES**

There shall be no proxies allowed in voting on any issue.

**F. MOTIONS**

A motion may be presented by a member in good standing at a Council meeting. The Motion must be seconded by a second member in good standing in order to be called for a vote.

**ARTICLE VI - MEETINGS**

The order and conduct of the meetings shall be in accordance with Robert’s Rules of Order, Revised, unless otherwise covered within these Bylaws.

**A. REGULAR MEETINGS**

Regular meetings of the Council shall be held on the first Monday at 7:00pm at Welles Park in the months of February, March, May, July, September and November or another date, time and place approved by the Council.

**B. SPECIAL MEETINGS**

Special meetings can be called by the President or Vice-President with the approval of the Executive Board.

**ARTICLE VII - COMMITTEES**

A. The Council may vote to create committees that it deems necessary and appropriate.

B. The committees can be composed of any Council members.

C. The committee shall elect its own chair or co-chairs.

D. Committees shall make timely reports to the Council when requested.

**ARTICLE VIII. OTHER PROVISIONS**

**A. INUREMENT OF INCOME**

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

**B. LEGISLATIVE OR POLITICAL AWARENESS**

No substantial part of the activities of the Council shall be the carrying on of propaganda or otherwise attempting to influence legislation and the Council shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

**C. OPERATIONAL LIMITATIONS**

Notwithstanding any other provisions of these articles, the Council shall not carry on any other activities not permitted to be carried on:

- (a) by an organization exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or
- (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**D. DISSOLUTION CLAUSE**

Upon the dissolution of the Council, the executive committee shall, after paying or making provisions for the payment of all of the liabilities of the Council, dispose of all the assets of the Council exclusively for the purposes of the Council in such manner, or to such organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the executive committee shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of Cook County, exclusively for such purposes of to such organization, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE IX. AMENDMENT OF THE BYLAWS**

**A. PROPOSAL TO AMEND**

Any Council member in good standing may submit a proposal to amend the Bylaws by filing an original of the said amendment with the Communications Director of the Council. That proposal must be added to the agenda as new business at the following regular meeting.

**B. ADOPTED AMENDMENTS**

Bylaw amendments may be adopted by a two-thirds vote of the voting members present at a regular meeting, provided that the proposed language of any Bylaw amendment is included in the meeting notice.