

Bylaws of the Hollywood-North Park Community Association  
As amended November 18, 2008

Table of Contents

Article I – Eligibility (for Membership)

Article II – Dues

- Section 1. Annual dues, how determined
- Section 2. Dues, when and how paid
- Section 3. The fiscal year

Article III – Membership

- Section 1. Application
- Section 2. Member's rights and duties
  - A. Members get one vote
  - B. Business members
  - C. Must be present to vote
- Section 3. Suspension or Expulsion from Membership
  - A. Why
  - B. How and by whom

Article IV – Board of Directors

- Section 1. Duties
  - A. Committee service
- Section 2. Composition
  - A. Number of members and how, when elected
  - B. Officers; and
  - C. All past presidents who are members of the Association
- Section 3. Director's term
- Section 4. Board Chairperson and Vice Chairperson, how chosen
- Section 5. Directors, how chosen, neighborhood representation
- Section 6. Board duties
  - A. Transact business; number of meetings; how meetings and special meetings are called; quorum
  - B. Annual reports
  - C. Expulsion of member or removal of an officer; cause
  - D. Fill vacancies, Board or Officers
  - E. Between meetings
  - F. Select a depository for the funds of the Association

- Section 7. Absence from meetings
  - A. Missing three meetings
- Section 8. Honorary Board Members
  - A. How nominated
  - B. Rights
  - C. Approval

#### Article V – Officers and Their Duties

- Section 1. Election of Officers:
  - A) President
  - B) Vice President
  - C) Treasurer
  - D) Recording Secretary
  - A. Order of succession
- Section 2. Term
- Section 3. When office taken
- Section 4. Specific duties of the Officers:
  - A. The President
  - B. The Vice President
  - C. The Treasurer
  - D. The Recording Secretary
- Section 5. Other duties

#### Article VI – Order of Business

#### Article VII – Meetings

- Section 1. Annual Meeting
  - A. Notice and timelines
  - B. Annual meeting reports
  - C. Voting
  - D. Roster of members
  - E. A majority of those present will elect
- Section 2. Board of Directors Meetings will be governed by the rules described in Article IV of these Bylaws.
- Section 3. Open Meetings
- Section 4. Special Meetings, how called, notice, purpose, limitations
- Section 5. Quorum at Association meetings
- Section 6. Place of Meetings

Article VIII – Committees (duties)

- Section 1. Standing Committees:
- A. Program Committee
    - 1. Inviting speakers to educate and inform community.
  - B. Membership and Welcoming Committee
    - 1. Recruiting and orienting new members, retaining current members and collecting delinquent dues.
  - C. Community Appearance and Public Relations Committee
    - 1. Initiating programs on maintenance of buildings (property) to include dissemination of zoning regulations and city ordinances.
    - 2. Notifying authorities of apparent infraction of these ordinances.
    - 3. Communicating with general public, businesses and business organizations.
    - 4. Interacting with various city, county, state agencies; schools, religious organizations and other interested parties.
  - D. Budget Committee
    - 1. President appoints committee by annual meeting.
    - 2. Includes Treasurer and at least two Board members.
    - 3. Committee to submit budget at first Board meeting of next fiscal year.
- Section 2. Special Committees
- A. Nominating Committee
    - 1. Will consist of five members:
      - a. Members must be in good standing
      - b. General membership – when chosen
      - c. Board members – when chosen
      - d. Committee members to choose own Chairperson
    - 2. Nominees for Officers and the Board of Directors
    - 3. Written notice to membership of intent to present slate
    - 4. Presentation of nominee slate
    - 5. Acceptance of nominations by selected candidates
  - B. Bylaws Committee
    - 1. To appoint (as needed), will consist of five members

Article IX – Amendments (how Bylaws are amended)

Article X – General Not-For-Profit Corporation Act

Article XI – Parliamentary Authority (Robert’s Rules of Order)

**Constitution and Bylaws<sup>1</sup> of the Hollywood-North Park Community Association**  
**As amended November 18, 2008**

**Constitution of the Association**

**ARTICLE I - NAME AND BOUNDARIES**

Will be a not-for-profit, non-political, and non-sectarian entity. The boundaries will be the south side of Peterson Avenue to the north side of the North Branch of the Chicago River; from the east side of Pulaski Road to the west side of the North Shore Channel of the Chicago River, in the City of Chicago, State of Illinois.

**ARTICLE II - OBJECTIVES**

Section 1. The overall objective of this Community Association will be to protect and advance the mutual interest of its property owners, residents, and/or business establishments within the above stated boundaries.

Section 2. The specific objectives of this Community Association will be to:

- A. Secure public services from appropriate agencies.
- B. Enhance and maintain the Hollywood-North Park Community.
- C. Support the common good by:
  - 1. Addressing complaints and suggestions from members of the community.
  - 2. Sponsoring educational programs.
  - 3. Sponsoring, alone or in cooperation with other civic organizations, debates between or among candidates for public office so long as all candidates for such office are invited to participate.

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<sup>1</sup> The footnotes contained herein are intended to be helpful explanations. They are not binding and are not a part of the Constitution and Bylaws.

**Bylaws of the Hollywood-North Park Community Association**  
**As amended November 18, 2008**

**ARTICLE I - ELIGIBILITY**

Any adult property owner, resident, or business owner within the boundaries described by the Constitution of the Association who subscribes to the Constitution and Bylaws.

**ARTICLE II - DUES**

Section 1. The annual dues of the members will be determined by the Board of Directors.<sup>2</sup>

Section 2. All dues will be paid annually and will be payable to the Association and mailed to the Treasurer.

Section 3. The fiscal year of the Association will correspond to the calendar year and commence on January 1 of each year, herein known as the membership year.

**ARTICLE III - MEMBERSHIP**

Section 1. Application for membership will be made in writing or via electronic email or on-line applications; and such application will be accompanied by one year's dues.

Section 2. Members may vote, hold office<sup>3</sup> and serve on committees. They will be required to pay dues.

A. Each member<sup>4</sup> in good standing<sup>5</sup> is entitled to one vote.

B. A business membership's voting right is restricted to the designated representative.

C. A member must be present to exercise the right to vote.

Page 2

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<sup>2</sup> Historically, the Board has credited the dues of any new members who join after July 31 of any year for the balance of that year and the following year.

<sup>3</sup> Eligibility for office is defined in Article VIII, Section 2 (A) (2).

<sup>4</sup> Prior to 1999, a "household" was a member. Since then, if two or more people live in a "household," each person who wants a vote must pay dues.

<sup>5</sup> "In good standing," means that dues are paid. ~~Dues are currently \$10.00.~~

Section 3. Suspension or Expulsion from Membership.

- A. Any member who fails to pay dues by July 31 of the membership year may be expelled from membership in the Association.
- B. For proper cause as determined by an affirmative vote of at least two-thirds of the members of the Board of Directors, any member proposed for suspension or expulsion must be notified and provided with a listing of the charges by certified mail, return receipt requested, at least two weeks before such action is taken. The offending member will be given the opportunity to be heard by the Board of Directors.

**ARTICLE IV – BOARD OF DIRECTORS**

Section 1. All affairs, property and funds of the Association will be under the control and management of the Board of Directors, who will determine all matters of policy affecting the Association.

- A. All board members are required to serve on a committee.

Section 2. The Board of Directors will consist of:

- A. A minimum of 15 and a maximum of 20 members elected by a majority vote at the annual meeting of the Association, or at a special meeting called for the purpose of electing the Board of Directors on a ten day prior written or electronic notice to the membership; and
- B. All elected Officers
- C. All past presidents who are members of the Association.

Section 3. The term of office for a director will be one year.

Section 4. The immediate past President will be the Chairperson of the Board, the penultimate (next to last) past President will be the Vice Chairperson of the Board and will discharge the duties of the Chairperson when such Chairperson is absent or unable to discharge the duties of the office. In the absence of both the Chairperson and the Vice Chairperson of the Board, the current President will discharge the duties of the Chairperson of the Board pro tem (temporarily).

Section 5. Directors will be chosen for their ability, responsibility, and representation of various sections of the Hollywood-North Park community, taking into consideration the immediate neighborhood of each Director, so that all parts of the community will, insofar as possible, have equal representation.

Section 6. The duties of the Board of Directors will be to:

- A. Carry out all proper Association objectives and transact all necessary Association business including approval of the budget and expenditure of Association funds, and for that purpose to hold meetings at least once every three months, or on call of the President of the Association or Chairperson of the Board<sup>6</sup> of Directors, or any three Officers or ten members of the Board. ~~Fifty percent plus one member of~~ A simple majority of the Board of Directors will constitute a quorum for the transaction of business.
- B. Receive the annual report of the Officers of the Association and to present same to the annual meeting of the Association.
- C. Act on the expulsion of a member or the removal of an Officer from office for cause.
- D. Fill vacancies in its Board, or in any office of the Association, pending election of such new Officers and directors.
- E. Transact necessary business of the Association between regular meetings.
- F. Select a depository for the funds of the Association.

Section 7. Absence from Meetings

- A. Members of the Board of Directors or of any committee of the Board who fail to attend three consecutive meetings of the Board or the committee without justification may be dropped from the Board or committee by a vote of a majority of those present at any meeting of the Board of Directors, whether the meeting be called for that purpose or vote.

Section 8. Honorary Board members will:

- A. Consist of persons who by reason of age, experience, or service to the community serve as a source of valuable advice and counsel to the Board.

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<sup>6</sup> The Chairperson's duties and authority are comparable to the President's. The President is responsible for facilitating the business of the Association as a whole. The Chairperson is responsible for facilitating the business of the Board. Each may appoint committees and/or take whatever steps are needed to accomplish this business.

- B. Be invited to all Board meetings but will not be entitled to vote.
- C. Be approved by the members of the Association on recommendation by the Nominating Committee at the annual meeting.

### **ARTICLE V – OFFICERS AND THEIR DUTIES**

Section 1. The following Officers will be elected at the annual meeting of the Association:

- A) President
- B) Vice President
- C) Treasurer
- D) Recording Secretary

A. The order of succession will be Vice President, Recording Secretary and Treasurer.

Section 2. Officers will be elected for a term of one year and will continue in office until their respective successors are duly elected.

Section 3. New Officers and Directors will take office on election, and a formal installation will not be necessary to commence the new terms of office.

Section 4. The duties of the Officers are as follows:

A. The President will:

1. Preside at all meetings of the Association, coordinate the activities of the various Officers and committees, examine and sign all official documents, and countersign all orders for money;
2. Appoint all committees, except those standing committees whose members are elected by the Board of Directors, be an ex-officio member of all committees except the Nominating Committee;
3. The presiding Officer has the same voting rights as any other member, but, can protect his/her impartiality by exercising voting rights only when his/her vote would affect the outcome.

B. The Vice President will:

1. Act for the President in his/her absence or inability to act;
2. Act as the Chairperson of the Program Committee.

C. The Treasurer will:

1. Maintain all accounts of the Association and collect all monies due the Association. The Treasurer, with the approval either of the President or the Chairperson of the Board, will be authorized to expend such funds as are necessary in payment of the budgeted or board-approved expenses of the Association and to keep accurate records of the same;
2. Keep a correct record of all monies received, giving receipts for same;
3. Submit a written statement of the Association's current financial status at all scheduled meetings.

D. The Recording Secretary will:

1. Keep true records of the proceedings of the Association's and Board of Directors' meetings, prepare the minutes of the Association's and Board of Directors' meetings;
2. Maintain current and accurate copies of all Association documents.

Section 5. The Officers will perform other duties as the Board of Directors or President may direct on occasion.

**ARTICLE VI – ORDER OF BUSINESS**

The order of business for the meetings of the Association will be as follows: (1) reading of minutes of the last meeting, (2) report of Treasurer, (3) report of committees, (4) unfinished business, (5) new business, (6) discussion of community welfare, (7) adjournment.

## **ARTICLE VII – MEETINGS**

- Section 1. The Annual Meeting and election of Officers and of members of the Board of Directors will be held during the month of November each year.
- A. Notice of the annual meeting and election of Officers and directors, and names of the nominees for all offices will be sent to each member in good standing at least fifteen days prior to the meeting. The notice will include the names of all nominees to date of notice.
  - B. At the annual meeting, the President of the Association for the preceding year will present a written report to the membership on their activities and the condition of the Association during the past year.
  - C. All voting for Officers and Board of Directors will be by written ballot, unless such office is unopposed.
  - D. A roster of all members in good standing will be prepared by the Membership Committee for the identification of those members qualified to vote.
  - E. A majority of those present will elect the Officers and Board of Directors.
- Section 2. Board of Directors Meetings will be governed by the rules described in Article IV of these Bylaws. All Board of Directors Meetings are open to any member of the Association.
- Section 3. ~~Open~~ Meetings of the Association will occur at least five times a year including the annual meeting at which time a schedule of meetings for the following year will be proposed.
- Section 4. Special Meetings may be called by the President or with written or electronic notice to the President by eleven members of the Association whose signatures have been obtained and listed on the notice. Written or electronic notice to the membership must be given seven days prior to the meeting date, designating the time and place of the meeting, giving a brief summary of the business to be transacted or considered. At such meeting no business will be considered or transacted of a different character than that stated in the notice.
- Section 5. A Quorum. At any meeting of the Association, ~~thirteen~~ a majority of the Board members will constitute a quorum for the transaction of business. In the absence of a quorum, the members present must adjourn the meeting to a later

date, but notice of such adjourned meeting will be given in a manner prescribed in the preceding section for a special meeting.

Page 7

Bylaws of the Hollywood-North Park Community Association  
As amended November 18, 2008

Section 6. Place of Meetings. All meetings of the Association and/or Board of Directors will be held at the place designated by the Board of Directors. Notice of meetings will be in writing or electronic.

### **ARTICLE VIII – COMMITTEES**

Section 1. Recommended Standing Committees

A. Program Committee will be responsible for:

1. Inviting speakers to inform and educate the Association on topics, which reflect community interest.

B. Membership and Welcoming Committee will be responsible for:

1. Recruiting and orienting new members, retaining current members, and collecting delinquent dues.

C. Community Appearance and Public Relations Committee will be responsible for:

1. Initiating programs of proper and economical maintenance of buildings, grounds, streets and alleys; to include the dissemination of zoning regulations and city ordinances.
2. Notifying proper authorities of an apparent infraction of zoning and city ordinances.
3. Communicating with the general public, businesses and business organizations.
4. Interacting with the various city, county, state agencies, schools, religious organizations and other interested parties.

Budget Committee

~~The President will appoint a Budget Committee no later than the annual meeting of each year.~~

~~The Treasurer and at least two Board members will be members of this committee.~~

Page 8

Bylaws of the Hollywood-North Park Community Association  
As amended November 18, 2008

~~The Budget Committee will submit a budget to the Board at the first Board meeting of the next fiscal year.<sup>7</sup>~~

## Section 2. Special Committees

### A. Audit and Budget Committee

1. The President will appoint an Audit and Budget Committee no later than the annual meeting of each year.
2. The Treasurer and at least two Board members will be members of this committee.
3. The Audit and Budget Committee will submit a budget to the Board at the first Board meeting of the next fiscal year.

### A. Nominating Committee

1. The Nominating Committee will consist of ~~five~~ three members:
  - a. All members of the committee and those nominated for offices must be members in good standing.  
  
~~At the April—June open meeting of the Association, two members from the general membership will be nominated and elected to serve on the committee.~~
  - b. At the June or July ~~Board of Directors~~ meeting, three board members, excluding Officers, will be nominated and elected to serve on the Nominating committee.
  - c. The committee will elect a Nominating Committee Chairperson from its members.
2. Nominees for Officers and the Board of Directors shall be members in good standing.

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<sup>7</sup> ~~Currently the Association's Fiscal Year begins on January 1<sup>st</sup> of each year.~~

3. Written notice to the membership stating the intent to present the slate at the next meeting will be given.
4. The Nominating Committee Chairperson will present the committee's slate of nominees at the regular or special meeting immediately prior to the annual meeting. On presentation of such slate at the regular or special meeting, any additional nominations may be made and seconded from the floor. Nominations will then be closed.
5. Selected candidates must accept the nominations before their names may be slated.

Page 9

Bylaws of the Hollywood-North Park Community Association  
As amended November 18, 2008

B. Bylaws Committee

1. From time to time it may become necessary in light of current events to examine and/or amend the Bylaws, and the President may appoint a Bylaws Committee which will consist of at least five members. The committee will meet as needed and prepare a written report to be presented at the annual meeting of the Association or as needed.

**ARTICLE IX – AMENDMENTS**

The Constitution and the Bylaws of this Association may be amended or modified by a majority vote of the members present and in good standing at the annual meeting, or at any special meeting called (as set forth in Article VII, Section 4),<sup>8</sup> for that purpose, but written notice of the proposed amendments must first be given to all members of the Association not less than seven calendar days before the meeting.

**ARTICLE X – GENERAL NOT-FOR-PROFIT CORPORATION ACT**

Any matter or subject not covered by the Constitution and the Bylaws will be governed by the General Not-For-Profit Corporation Act then in force under the laws of the State of Illinois.

**ARTICLE XI – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order will govern procedure of all meetings when not otherwise provided herein.

Page 10

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<sup>8</sup> The President or 11 members may call a Special Meeting.