

Pullman Civic Organization Bylaws

Founded March 10, 1960

Amended August 18, 1982

Amended January 15, 1992

Amended April 17, 2002

PREAMBLE: The residents of this community, known as Pullman, have banded together and formed this Organization to promote the general welfare of the Community and to preserve its historical significance and continuing their efforts to educate and memorialize the significance of the area. The Organization is registered as a Not-For-Profit Corporation under the laws of the State of Illinois and its existence shall be perpetual.

ARTICLE I. NAME and OBJECTIVES

- Section 1. The Organization shall be known as the Pullman Civic Organization.
- Section 2. The purpose of the Organization is to promote the civic welfare and appreciation of the historical significance of the community of Pullman.
- Section 3. The Organization shall be non-partisan and non-sectarian.

ARTICLE II. MEMBERSHIP

- Section 1. All residents, or owners of residential property in the community of Pullman, who are 18 years of age or over, shall be eligible for membership.
- Section 2. Honorary membership may be conferred, by approval of the Board of Directors. Honorary members shall be entitled to attend meetings and to speak from the floor but shall not be entitled to make motions or to vote.
- Section 3. For purposes of this article, the Community of Pullman is defined as the area bounded by 111th Street on the south side, 115th Street on the north side, the Right of Way of the former Pullman Railroad (now Norfolk and Southern) on the east side, and Cottage Grove Avenue on the west side.
- Section 4. All members in good standing and present shall be entitled to vote on all matters properly submitted to the membership.

ARTICLE III. OFFICERS

- Section 1. The elective officers shall be: President, Vice-President, Recording Secretary, Treasurer, and two (2) Zone Directors from each of four (4) zones. Officers must be residents of the Community of Pullman and members in good standing in the Organization.
- Section 2. The President of the Historic Pullman Foundation or a designated representative shall serve as an ex-officio member of the Board of Directors.
- Section 3. Terms of Office

One (1) Zone Director from each zone shall be elected each year for a term of two (2) years. All other Officers shall be elected for terms of one (1) year. No elected Officer or Director shall serve, in the same Office, for more than two consecutive terms.

Section 4. Installation into office shall be at the June General Membership meeting.

Section 5. Any officer may be removed whenever in its judgement the best interest of the Organization will be served. Removal shall occur by a two-thirds vote of the General Membership present at a General Membership meeting, where the proposed removal of that individual has been previously publicized for discussion.

ARTICLE IV. ELECTION OF OFFICERS

Section 1. Nominating Committee.

The Nominating Committee shall slate one or more nominees for the offices of:

- President
- Vice-President
- Recording Secretary
- Treasurer
- Four (4) Zone Directors whose terms are to expire in June.
- Three (3) members of the Nominating Committee for the following year.
- The Nominating Committee shall be composed of:
 - Three (3) members, to be elected at the regular May General Membership meeting of the previous year.
 - Two (2) members, to be appointed by the Board of Directors in January of the term year.
 - The Nominating Committee shall appoint its own chair.

Section 2. The Nominating Committee shall present the slate at the March and April General Membership meetings. At these times, further nominations may be made from the floor. The current slate will then be published in the April and May issues of the *Pullman Flyer*. No nominations will be accepted following the April General Membership meeting.

Section 3. An Election Committee, consisting of three (3) members, shall be appointed by the President and shall be in charge of election procedures and vote tallying.

Section 4. Election will be by secret ballot, which will consist of all nominees presented, with their approval, by the end of business of the April General Membership meeting. In cases where only one candidate per opening is listed, a motion may be entertained from the floor for unanimous approval of the election of the candidates at the May General Membership meeting.

Section 5. Officers shall be elected by majority vote of members in good standing, present and voting at the May General Membership meeting each year.

V. POWERS AND DUTIES OF OFFICERS AND APPOINTEES

Section 1. The President

- a. The President is the Chief Executive Officer of the Organization and shall preside at the General Membership and Board of Directors meetings.

- b. The President shall, with the approval of the Board of Directors, appoint all Committee chairpersons, with the exception of the Nominating Committee Chairman, and shall have the power to appoint any other committees, with approval of the General Membership, necessary for the proper administration of the Organization.
- c. The President shall have the power, with approval of the Board of Directors, to replace any chairman for dereliction of duty. Any chairman relieved of duty may appeal to the General Membership at the following General Membership meeting. The dismissal, if appealed, shall not be considered valid until the General Membership has voted upon the dismissal.

Section 2. The Vice-President

- a. The Vice-President shall perform the duties of the President in the President's absence or inability to serve.
- b. The Vice-President shall coordinate periodic programs of interest at the General Membership meetings.

Section 3. The Recording Secretary

- a. The Recording Secretary shall keep the minutes of all General Membership and Board of Directors meetings and shall maintain and preserve all papers and documents relating to Organization business.
- b. The Recording Secretary shall read minutes from the previous meeting at the General Membership and Board of Directors meetings.
- c. All papers and documents relating to the Organization's business shall remain the property of the Pullman Civic Organization.
- d. The minutes of the General Membership meeting shall report attendance count and shall include a copy of the attendance sheet.

Section 4. The Treasurer

- a. The Treasurer shall be responsible for the custody of all Organization monies and shall deposit them in the bank designated by the Board of Directors in a timely fashion; the Treasurer shall issue receipts for all monies received.
- b. The Treasurer shall make disbursements for all expenditures incurred pursuant to the provisions of these Bylaws, by check, to be signed by the Treasurer and countersigned by either the President or the Vice-President.
- c. The Treasurer shall keep account of all receipts and disbursements and shall present a report at each monthly General Membership meeting of the Organization.
- d. The Treasurer's accounts shall be audited twice yearly; one audit shall cover the June through November period, and one the December through May period. The audit shall be performed by a committee of four (4) members, two (2) from the Board of Directors and two (2) from the Membership, appointed by the Board of Directors.
- e. The Treasurer shall make an annual financial report at the regular June General Membership meeting.
- f. The Treasurer shall be bonded at the Organization's expense.
- g. The Treasurer shall have custody of the corporate seal.
- h. The Treasurer shall serve as the treasurer for the annual House Tour and will provide the Membership with a House Tour financial report.

Section 5. The Board of Directors

- a. The Board of Directors shall consist of all elected officers of the Organization and the President of the Historic Pullman Foundation, or his/her designated representative.
- b. The Board of Directors shall have responsibility for projects benefiting the community and for fulfilling the purposes of the Organization.
- c. All actions of the Board of Directors are subject to the approval of the General Membership; actions of the Board are to be reported in the form of minutes read at the General Membership meeting.
- d. The Pullman Civic Organization's President, Treasurer, Vice-President and Recording Secretary shall serve the Board of Directors in their respective offices.
- e. The Board of Directors shall review all proposed policies of the Organization and make its recommendation on same before they are voted on by the Membership. When a motion for a proposed policy of the Organization is made at a Membership meeting, this review shall be made before the next Membership meeting, so as to have a vote taken on the matter at that meeting. The Board of Directors shall be regarded as having taken no position on the matter, if it fails to make such review within this time period.
- f. Meetings shall be open to all members in good standing and invited guests. Such persons may be recognized by the Chair, although voting shall be limited to those defined in V5a. Block Captains and chairpersons are encouraged to attend.

Section 6.

Zone Directors

- a. Zone Directors shall be residents of the zones they represent. In the event that no volunteer for a vacant position from this zone is forthcoming, volunteers may be sought from other zones.
- b. There shall be four (4) zones, each bounded on the east and west by the eastern and western boundaries of the Organization:
 - Zone 1 – from the south side of 111th Street to the north side of 112th Street
 - Zone 2 – from the south side of 112th Street to the north side of 113th Street;
 - Zone 3 – from the south side of 113th Street to the north side of 114th Street;
 - Zone 4 – from the south side of 114th Street to the north side of 115th Street.
- c. The two (2) Zone Directors of each zone shall partition the zone and each shall be responsible for his or her section.
- d. Each Zone Director shall appoint one (1) Block Captain for each street frontage of each block in his or her section.
- e. Each Zone Director shall distribute membership materials and the Pullman Flyer to the Block Captains for whom he or she is responsible.
- f. Each Zone Director shall serve as liaison between the Block Captains and the Board of Directors.

Section 7.

Block Captains

- a. The Block Captain shall be a resident of the block they represent. In the event that no volunteer for a vacant position from this block is forthcoming, volunteers may be sought from other blocks, preferably within the same zone.
- b. The work of the Block Captain is defined as:
 - To contact residents of his or her block for the purpose of promoting the Organization's projects and membership in the Organization
 - To serve as a welcoming committee of one to welcome any to new residents of the community

- To communicate any complaints, problems or nuisances that may arise to the Organization
- To encourage the residents of his or her block to attend Organization meetings
- To deliver the Pullman Flyer to all residents of his or her block.

- Section 8 Standing Committees
- a. The Standing Committees shall be:
- Ways and Means/Special Events
 - Membership
 - Nominating
 - Beman
 - Hospitality
 - Community Improvement
 - Pullman Flyer
 - Barrett
- b. Committees may elect to have co-chairs.

ARTICLE VI. APPROPRIATIONS AND SPECIAL FUNDS

- Section 1. Funds of the Organization to be used for specific purposes shall be appropriated only after approval by the membership. Such fund shall be considered a liability of the Organization until disbursed in accordance with the approved purpose.
- Section 2. Funds appropriated for specific purposes shall be the responsibility of the person to whom funds are allocated and who shall account for all receipts and disbursements.
- Section 3. Funds of the Organization for specific purposes may be set aside from the General Funds and must be used for the designated purpose or transferred back to the General Fund.
- Section 4. The Board of Directors shall submit an annual budget to the General Membership for approval no later than the September General Membership meeting. Committee chairpersons may submit budget requests to the Board in preparation of this budget. The General Membership shall have the authority to approve or amend this budget.

ARTICLE VII. RESIGNATIONS AND VACANCIES

- Section 1. Any vacancy in elective offices shall be filled by appointment of the President, with concurrence of the Board of Directors, subject to approval of the membership.
- Section 2. An elected officer who, without notice, misses three scheduled roll calls consecutively, shall be deemed as having submitted a resignation.
- Section 3. Any elective officer who fails to perform the duties of office shall be deemed as having submitted a resignation.
- Section 4. The Board of Directors shall take into consideration all resignations.

ARTICLE VIII. MEETINGS

- Section 1. The General Membership meeting of the Organization shall be held at least once a month.
- Section 2. The Board of Directors shall meet at least once each month.

- Section 3. Special meetings, to consider a single emergency matter only, shall be called by the President, by the Board of Directors, or by petition of 10% of the Membership or 60 members, whichever is the lesser amount.
- Notice of the call to meeting shall be given no more than five (5) days after receipt of the request.
 - Notice of the Special Meeting, including the topic involved, time and place, shall be delivered to all members in good standing by the Zone Directors, who may use the services of the Block Captains to deliver the notice.
 - The Special Meeting shall be scheduled at a convenient time and place, no more than five (5) days after notice.
- Section 4. Quorums shall be:
- General Membership meeting – 25 members in good standing;
 - Board of Directors meeting – 6 members in good standing;
 - Special Organization meeting – 10% of members in good standing.

ARTICLE IX. DUES

- Section 1. Dues shall be set by the Board of Directors and approved by the Membership
- Section 2. The annual membership term for purposes of dues payment is June 1 through May 31 and shall coincide with the fiscal year.

ARTICLE X. AMENDMENT OF BYLAWS

- Section 1. All amendments to the Bylaws, from any source, shall be forwarded to the Bylaws Committee for review, appropriate wording and submission with comments, to the General Meeting for action.
- Section 2. All members shall be notified in writing not less than thirty (30) days before action is taken on Bylaws changes. Publication in the Pullman Flyer may serve as adequate notice.
- Section 3. The proposed Bylaws amendments shall be submitted to vote at a General Membership meeting. A two-thirds vote of members in good standing, present and voting, shall be required to enact amendment or revision of the Bylaws.

ARTICLE XI. PARLIAMENTARY AUTHORITY

- Section 1. *Robert's Rules of Order*, current edition, shall be followed in all cases where they do not conflict with this Organization's Bylaws.