

# Bylaws of the Pullman Civic Organization

*Founded March 10, 1960  
Amended August 18, 1982  
Amended January 15, 1992  
Amended April 17, 2002  
Amended March 17, 2010  
Amended September 20, 2017  
Amended November 20, 2019  
Amended April 20, 2022*

**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 continue 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 nonpartisan and nonsectarian.
- Section 4. The Organization shall not discriminate on the basis of race, religion, national origin, disability, gender, or sexual orientation. It is committed to developing and supporting a diverse, equitable, and inclusive community. The Organization stands for equity and justice and denounces racism, intolerance and exclusion.

## **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 on the north by the south side of 111th Street, bounded on the south by the north side of 115th Street, bounded on the east by the Right of Way of the Pullman Railroad tracks and bounded on the west by the east side of Cottage Grove Avenue.
- 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; four (4) in even years, four (4) in odd 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 (2) 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 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 the current year
  - 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.  
Elected members of the Nominating Committee may not serve more than two consecutive years.
- 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. An exception shall be made only when a candidate is unable to accept the office for which he/she is nominated. Within this exception a nomination can be made from the floor at the May 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. Directors shall be elected by majority vote of members in good standing, present and voting at the May General Membership meeting each year. The election shall be the first order of business. Election will be by secret ballot. 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.

#### **ARTICLE 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 or co-chairpersons, with the exception of the Nominating Committee chairperson, and shall have the power to appoint any other committees, with approval of the 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 chairperson for cause. Any chairperson relieved of duty may appeal to the Membership at the following General Membership meeting. The dismissal, if appealed, shall not be considered valid until the 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. Minutes shall be posted on the Organization's website in advance of the following meeting.
- b. The Recording Secretary, at the General Membership and Board of Directors meetings, shall refer to the minutes from the previous meeting having been posted on the Organization's website. Minutes shall be read upon the request of a member.
- 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 have custody of the corporate seal.
- g. 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 Membership; actions of the Board are to be reported in the form of minutes posted on the Organization's website and read at the General Membership meeting upon the request of a member.
- 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 General Membership meeting, this review shall be made before the next General 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 Article III, Section 1. Block Captains and chairpersons are encouraged to attend.

Section 6. Zone Directors

- a. There shall be eight (8) Zone Directors who shall be residents of the zones they represent. In the event that no candidate for a vacant position from this zone is forthcoming, candidates 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
  - Zone 2 – from the south side of 112th Street to the north side of 113th
  - Zone 3 – from the south side of 113th Street to the north side of 114th
  - Zone 4 – from the south side of 114th Street to the north side of 115<sup>th</sup>
- 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 the *Pullman Flyer* and, in conjunction with the Membership Committee, the membership materials 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 and a member of the PCO in good standing. 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 shall include but not be limited to:
  - contacting residents of his or her block for the purpose of promoting the Organization's projects and membership in the Organization;
  - welcoming new residents of the block;
  - communicating information and concerns to the Organization;
  - encouraging residents to attend Organization meetings, and;
  - delivering the *Pullman Flyer* to all residents and businesses of his or her block.

Section 8. Committees

- a. The Standing Committees shall be:
  - Membership
  - Beman
  - Hospitality
  - Community Improvement
  - Pullman Flyer
  - Education
  - Safety
  - Welcome
  - Communication
- b. Special and Ad Hoc committees shall include but not be limited to: Bylaws, Audit, Election, Nominating and Vision.
- c. Committees are expected to report regularly to the Board.

Committees shall consist of members in good standing only and meetings shall be open to all members in good standing and guests.

**ARTICLE VI. APPROPRIATIONS AND SPECIAL FUNDS**

Section 1. The Board of Directors shall submit an annual budget to the 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 Membership shall have the authority to approve or amend this budget.

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 to the Treasurer.

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. Funds of the Organization to be used for specific purposes that are not budgeted 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.

**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. Persons fulfilling vacancies between elections are eligible to run for a full term, following completion of vacant term.

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 meetings of the Organization shall be held at least once a month and are open to all members of the Organization and to guests. Meetings may be held virtually with notice of access placed in the *Pullman Flyer* and/or on the Organization's website.

- Section 2. The Board of Directors shall meet at least once each month. Meetings may be held virtually with notice of access delivered in-person or electronically to all members of the Board.
- Section 3. Special meetings, to consider a single emergency matter that requires an action prior to the officers' next regularly scheduled meeting, 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 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.
- Notice of the member-initiated request shall be submitted to the Secretary with a copy to the officers.
- 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.

#### **ARTICLE X. AMENDMENT OF BYLAWS**

- Section 1. Bylaws of the Organization shall be reviewed every 2 years and a review committee established.
- Section 2. All proposed amendments to the Bylaws, including proposed amendments from a member, shall be forwarded to the Bylaws Committee in writing for review, appropriate wording, and submission with comments to the Board of Directors and then to the General Membership meeting for action.
- Section 3. 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 4. 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.
- Section 5. All proposed amendments to the Bylaws made after the 2-year review shall be forward to the next Bylaws committee unless recommended for immediate action by a vote of the Membership.

#### **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.