

# Island Civic Association By-Laws

## **Article I: Name of Organization**

The name of the organization is “Island Civic Association”

## **Article II: Corporate Purpose**

**Section 1:** This corporation is organized exclusively for charitable purposes.

**Section 2:** The purpose of our organization is to bring neighbors together to create a connected, inclusive, and thriving Island neighborhood.

## **Article III: Membership**

**Section 1:** All adult residents in The Island neighborhood (defined as the area bounded by Austin Blvd, Railroad Ave, Menard Ave, Roosevelt Rd.) shall be considered members of the ICA

## **Article IV: Meetings of Members**

**Section 1:** Regular meetings shall be held at a time and place determined by the Officers

**Section 2:** Minimum of three (3) Officers required to conduct a meeting

**Section 3:** Meetings of Members shall be known as “ICA community meetings”

**Section 4:** The residents of the community shall be invited to attend all community meetings and they shall have the right to voice their opinions and vote on community matters under discussion by the ICA. Whenever necessary, a majority vote shall be sufficient to decide a discussion of debate or approve an official motion.

**Section 5:** Meetings shall follow the Roberts Rules of Order

**Section 6:** Special meetings other than the monthly community meeting shall be called at the discretion of the Officers

**Section 7:** Meeting agendas shall be shared at least two days prior to each meeting. Members may propose agenda items for an upcoming meeting at least one week prior to the meeting. Items on the agenda will be discussed as time allows, and those that require decision by vote, such as filling vacant positions or decisions involving finances, will be formed as motions and voted upon. The Secretary shall share meeting minutes and summary of decisions and tasks committed to within one week following the meeting.

## **Article V: Dues**

**Section 1:** Dues are encouraged but optional. A suggested annual membership due amount will be communicated and invited, but the organization shall in no way discriminate between individuals who support the organization through dues or donations, and those who do not or cannot.

**Section 2:** Funds raised through dues, donations, or other revenue shall be used only for purposes that benefit The Island neighborhood and which are approved by vote at ICA community meetings.

## **Article VI: Officers**

**Section 1: Number & Requirements of Officers.** The Island Civic Association (ICA) shall contain the following five (5) Officers: President, Vice President, Secretary, Treasurer, and Parliamentarian. Any person who does not live within The Island boundaries shall not be allowed to be an Officer. No more than one individual per household may hold an officer position at a given time. Officers fulfill functional roles in the organization and do not hold any greater power in voting or decision-making. They are servants of the community in order to help us function together.

**Section 2: President.** The President shall chair any meetings. The President shall ensure the actions of the ICA reflect the agreed vision of the ICA and the input of the community.

- A. The President shall announce ICA meetings and draft and share meeting agendas.
- B. The President shall ensure the business conducted by the ICA is democratic and inclusive to all residents of The Island.

**Section 3: Vice-President.** The Vice-President shall perform all the duties of the President in instances of absence.

**Section 4: Secretary.** The Secretary shall record minutes of all meetings and make minutes available to all members and the general public.

- A. The Secretary shall share meeting minutes and summary of decisions and tasks committed to within one week following each meeting.
- B. The Secretary shall provide a recap of the last meeting(s) at each meeting to bring attendees up to speed, and should be prepared to present past meeting minutes for reference.

**Section 5: Treasurer.** The Treasurer shall oversee financial management and bookkeeping for the organization.

- A. The Treasurer shall present a financial report at ICA community meetings, including a profit & loss statement from the previous month, and subtotal

categories of income and expenses (i.e. how much income is from dues vs donations vs grants).

B. The Treasurer shall present annual reports at the end of each fiscal year.

**Section 6: Sergeant at Arms.** The Sergeant at Arms shall ensure meetings are conducted in order and consult the other officers on organizational procedures.

A. The Sergeant at Arms shall observe and note conduct at meetings and address actions or behaviors that are inappropriate or destructive to the vision of the ICA

**Section 7: Terms.** Elected Officers are to hold office for a term of two (2) years from date of election, with no limit to consecutive terms.

**Section 8: Election of Officers.** The method of electing Officers shall consist of the following:

A. In an election year, any individual who wishes to be a candidate for an Officer role must declare their intentions in advance of (via email to [info@islandchicago.org](mailto:info@islandchicago.org)) or in person at the January ICA meeting.

B. An election Chairperson shall be nominated by motion, seconding, and voting at the January ICA meeting.

C. Elections shall be held at the next regular meeting of the ICA (February).

D. A majority vote shall be sufficient to elect all Officers.

E. All voting shall be done by closed ballot, unless there is no contest.

**Section 9: Cooperation & Communication.** Officers are expected to maintain a positive and constructive attitude, respond promptly to communications, and address any misunderstandings within ICA meetings with a desire to minimize organizational friction and maintain functionality. While there will always be different perspectives and experiences represented among us, we commit to collaboration and cooperation for the greater good of the community. The Officers must set and maintain that tone.

**Section 10: Non-attendance at Meetings.** Officers should notify the President that they will not be able to attend a scheduled meeting at least one week in advance (except in case of emergency)

**Section 11: Resignation of Officers.** Officers may resign from their position at any time by communicating their departure in writing or email.

**Section 12: Removal of Officers.** The method of removing an Officer shall consist of the following:

A. Officers who cannot perform their duties shall be asked by the President to declare their intentions of continuing in the role after two (2) consecutive

absences at meetings. If they cannot continue in the role, they will be asked to submit a formal written resignation.

- B. Officers who do not perform their duties or whose actions or behaviors are detrimental to the vision of the ICA may be removed by a no-confidence vote of two-thirds ( $\frac{2}{3}$ ) at a community meeting.

**Section 13: Vacancies.** Vacant officer positions shall be filled by nomination and election at community meetings to serve out the unexpired term.

### **Article VII: Committees**

**Section 1: Committee Formation.** The Officers shall create standing or ad hoc committees as are deemed necessary to carry out the aims of the ICA (i.e. fundraising, business relationships, public safety, event-specific, etc.)

**Section 2: Committee Leadership.** All ICA members are eligible to lead a committee when appointed to do so by the ICA Officers.

### **Article VIII: Block Connectors**

**Section 1:** The ICA shall invite residents to serve in the voluntary role of Block Connector. There may be multiple Block Connectors per block, representing the members of the wider community, nominated and selected by vote at ICA meetings.

**Section 2: Duties and Responsibilities of Block Connectors:**

- A. Block Connectors shall be assigned a particular street.
- B. Block Connectors will be expected to circulate petitions and flyers, keep the people in their blocks informed of upcoming activities of the organization, and share the vision of the ICA for the benefit of The Island neighborhood.
- C. Block Connectors who cannot, or do not, perform their duties shall be asked by the Officers to step down from this voluntary role, and a new Block Connector shall be appointed to serve that block.
- D. A map shall be set up showing all the streets in The Island served by the Association and indicating the blocks and Block Connectors therein concerned.
- E. Any person who does not live within The Island boundaries shall not be allowed to be a Block Connector.
- F. The Block Connectors duties and responsibilities are not limited to those outlined above, and may include coordinating programs.

**Section 3: Cooperation & Communication.** Block Connectors are expected to maintain a positive and constructive attitude, respond promptly to communications, and address any misunderstandings within ICA meetings with a desire to minimize

organizational friction and maintain functionality. While there will always be different perspectives and experiences represented among us, we commit to collaboration and cooperation for the greater good of the community. The Block Connectors must set and maintain that tone.

**Article IX: Books and Records**

**Section 1:** The ICA shall keep complete records of accounts and minutes of the proceedings of all meetings.

**Article X: Amendments**

**Section 1:** Amendments to the Constitution shall be voted upon at any regular meeting of the ICA by a two-thirds ( $\frac{2}{3}$ ) vote of members present providing the notice of the proposed amendment given at a previous meeting of the ICA.