

**BYLAWS OF THE
COMMUNITY SERVICES COUNCIL
OF WILL COUNTY, ILLINOIS, INC.
(Revised March 2013)**

**ARTICLE I
NAME**

Section 1. The name of this organization shall be the "Community Services Council of Will County, Illinois, Inc." and shall hereafter in these Bylaws be referred to as the "Council".

Section 2. The Board of Directors shall consist of the eleven (11) duly elected officers and at large board members of the corporation and shall hereafter in these Bylaws be referred to as the "Board".

Section 3. The Executive Committee of the board shall consist of the 5 elected officers.

**ARTICLE II
STATEMENT OF PURPOSE**

Our purpose is to exchange information, promote professional growth, identify needs, and provide ongoing education for the public and agencies for the benefit of the residents of Will County. The Council addresses quality of life issues and recognizes that these needs can only be met through cooperation and networking with other community entities.

**ARTICLE III
MEMBERSHIP**

Section 1. Qualifications for Membership

- A. Membership in the Council is a privilege and is contingent upon the requirements established by the Board.
- B. The applicant must have attended at least two general meetings of the Council before the application is submitted.
- C. The organization seeking membership in the Council MUST be incorporated for profit or not-for-profit, or be a church or government agency, and must comply with all Federal and State laws on non-discrimination. It should be understood by "for profit" members that they must not use the name of Council in a commercial manner for any gain or profit of their organization.
- D. Individual memberships are reserved for the following:
 - a. Former delegates to the Council who are no longer associated with the agency but still retain an interest in the work of the Council.
 - b. Those individuals identified by the Council and invited to apply for membership by virtue of their efforts in the community.
- E. Election to membership shall be by a vote of 6 members of the Board present at a Board meeting.

Section 2. Application for Membership

- A. An application form shall be submitted to the Membership Committee chairperson setting forth the requesting organization's date of formation, purposes and objectives, programs of work and/or services. Both agency and individual memberships are for the calendar year.
- B. The Board shall make careful evaluation of the qualifications of the applicant and accept or reject the application as set forth in these Bylaws.
- C. The Membership Chairperson shall notify the organization as to the disposition of the

application, whether accepted, deferred, or rejected. If accepted, a copy of the Council's Bylaws shall be included with the communication.

Section 3. Membership Voting Rights

Each member organization and individual member of the Council shall have one (1) vote on the Council. No individual may vote for more than one member organization.

Section 4. Termination and Reinstatement of Members

- A. Resignation: A member organization may, at any time, submit its resignation in writing to the Membership Chairperson of the Council.
- B. Non-payment Dues: If dues are not paid in full within ninety (90) days of the date on which the initial dues notices are mailed, the Membership Chairperson shall notify the member(s) in arrears. If said dues are not paid within sixty (60) days of the mailing (regular and email) of the second notices, membership shall be terminated automatically.
- C. By Request: In the event any agency or individual member ceases to be in agreement with the purposes of the Council or abuse/misuse their membership privileges, they may be terminated by a two thirds (2/3) vote of the members present at a regular meeting of the Board. This vote is decisive and final.
- D. Reinstatement: Any membership so terminated may be reinstated by the two thirds (2/3) majority vote of the Board members present at any properly convened meeting of the Board and by payment of their dues.

Section 5. Dues

- A. The Membership Chairperson, or designee, shall send a dues notice to all member organizations on or about October first of each year. Dues shall be payable during the fourth quarter of the calendar year and shall cover the following calendar year.
- B. Amount of dues shall be determined hereafter through action of the Board.

ARTICLE IV ***BOARD OF DIRECTORS***

Section 1. The Board of Directors shall consist of eleven (11) members. Five (5) elected officers: President, Vice President, Secretary, Treasurer and the Immediate Past President, and six (6) at large board members.

Section 2. At each annual meeting of the Council, two (2) nominees for the Board to serve three (3) years shall be submitted by the Nominating Committee. Additional nominations may be made from the floor provided the person nominated has given consent for such. Election of two (2) members to the Board shall be those nominees receiving the highest number of votes by the members present. No elected Board member may serve more than a two (2) successive terms in office, but may be re-nominated after the lapse of a minimum of one (1) year.

Section 3. The Nominating Committee and the Council members shall make a consistent effort to keep the board representative of the community at large and to ensure it comprises a broad spectrum to include community and agency participation.

Section 4. Any vacancy in the Executive Committee shall be filled for the unexpired term by a majority vote of the Board.

Section 5. At any duly convened regular meeting or at any special meeting of the Board, six (6) members

present shall constitute a quorum.

Section 6. The Board shall hold a minimum of six (6) meetings per year on regular schedule. Special meetings shall be held upon call of the President or a written request of three (3) members of the Board.

Section 7. The Board or the Council shall not give an endorsement to any candidate for public office.

Section 8. The Board shall be responsible for the programs for the monthly meetings.

Section 9. Each Board member must attend 50% of the board meetings annually. In addition, each board member will serve on at least one committee annually and perform a general meeting duty at least twice a year (once for refreshments and once for another duty). Should a board member not perform his/her duties, the board member may be removed from the office by a majority vote of the board members.

ARTICLE V **OFFICERS**

Section 1. The Executive Committee shall be: President, Vice President, Secretary, Treasurer and the Immediate Past President. Terms shall be 2 years; officers cannot succeed themselves. However, such officers shall hold offices until their successors have been duly elected.

Section 2. The President of the Council shall preside at all regular and special meetings of the Board. The president, with the advice and consent of the Board, shall appoint a chairperson, and a co-chairperson, if deemed necessary, of all Operations and Ad-Hoc Committees. The President shall be an ex-officio member of all Committees and shall perform such other duties usually pertaining to the office of the President.

Section 3. The President Elect shall preside at regular and called meetings of the Council and its Board in the absence of the President. The President Elect shall further assist the President in whatever ways are appropriate and necessary for the Council to function at optimum efficiency. The President Elect shall be responsible for the Annual Meeting Committee as set forth in Article VI, Section 1A, Annual Meeting Committee.

Section 4. The Secretary shall keep accurate and complete minutes of all regular and called meetings of the Council and of its Board, and will perform such other duties as normally pertain to the office of Secretary. The Secretary shall also keep records of meeting attendance.

Section 5. The Treasurer shall collect and disburse all Council funds. At each meeting of the Board (and of the Council if requested), the Treasurer shall present a financial report of all collections and disbursements during the period. All monies shall be deposited and maintained in a savings and/or checking account and shall bear the name "Community Services Council of Will County, Illinois, Inc." Authorization for disbursements of funds shall be upon the order of the Treasurer and President (see Article VII Finances). Any disbursement of \$500.00 or more must be approved by the Board. The Treasurer shall perform such other duties as usually pertain to the office of the Treasurer, including handling and managing all tax return filings and communications with the IRS with timely reports to the Board.

ARTICLE VI **COMMITTEES**

For the efficient operation of the Council, there shall be three (3) categories of Committees: Operations, Standing, and Ad Hoc. These Committees shall report in writing and/or orally to the Council and/or its

Board, as deemed necessary, to the end of informed communication and efficient management of the business and purposes or the Council. A copy of the Minutes of the Committee meetings shall be filed with the President and the Secretary.

Section 1. Operations

The Chairperson and Co-chairperson (if deemed necessary) are appointed by the President with advice and consent of the Board. These Committees carry out the routine administrative tasks. Illustrative but not limited to- Annual Meeting ("Banquet"). Bylaws, Historical, Membership, Nominations, Public Relations.

- A. **Annual Meeting Committee** (also known as the Banquet Committee): This Committee is the responsibility of the Vice President. This Committee shall arrange for the place, the menu, the entertainment, the time for the annual meeting and awards ceremony and brief business session to provide for elections and such other matters as directed by the Board.
- B. **Bylaws Committee**: This Committee shall review and update the By-laws when needed.
- C. **Historical Committee**: This Committee shall maintain past records and keep historical accounts of the Council.
- D. **Membership Committee**: This Committee shall have the responsibility of properly managing applications for membership and correspondence to the Council.
- E. **Nominating Committee**: The Nominating Committee is appointed by the President of the Board and shall, at the annual meeting of the Council, submit two (2) nominees for the Board to serve three (3) years and shall also present a slate of officers as set forth in Article V, Officers. This Committee shall act in an advisory capacity to assist the President in filling vacancies. The Chairperson shall choose and convene the Ad Hoc Awards Committee as set forth in Article VI, Section 3B, Awards Committee.
- F. **Public Relations Committee**: This Committee shall have the responsibility of using all media resources to inform and educate the public as well as its own members about the business, concerns, and actions of the Council.

Section 2. Standing

Chairperson, appointed by the President.

- A. **Committee on Aging**: This Committee shall devote its efforts to the problems and needs of the senior citizens in Will County in accordance with the stated purposes of the Council.
- B. **Committee on Persons with Disabilities**: This Committee shall work with the concerns and issues of all persons with disabilities in Will County in accordance with the stated purposes of the Council.
- C. **Legislation Committee**: This Committee is charged with the responsibility of keeping informed on local, state and national legislation which pertains to the purpose of the Council and to communicate this information to the Council and/or the Board, as appropriate.
- D. **Scholarship Committee**: This Committee identifies funds and/or resources to use for scholarships and determines the dollar amount of the scholarships annually. The committee distributes scholarship packets to the high schools in Will County. They review the applications and decide on the successful applicants based on a predetermined scoring system. The awards are presented at the annual banquet.

Section 3. Ad Hoc

Appointed by the President for short term or a specific task.

- A. Audit Committee: This Committee is appointed by the President of the Council for the purpose of

annually conducting an audit of the books prior to the beginning of the fiscal year.

- B. Awards Committee: This Committee is chosen and convened by the Nominating Committee Chairperson. This Committee shall, from forms nominating an individual(s) and an agency(s) who have begun meeting a need ; or modified their program for a changing need; or who have done outstanding service to the community), select the recipient(s) of the awards for recognition by the Council. This Committee shall also arrange for the plaques or certificates as directed by the Board.

ARTICLE VII **FINANCES**

Contracts, checks and other written obligations of the Council shall be signed by the Treasurer and one other Council officer in the following order: President, Vice President, or Secretary. The Council's fiscal year runs from July 1 through June 30.

ARTICLE VIII **MEETINGS**

Section 1. The Council shall hold their meetings monthly unless otherwise determined by the Board.

Section 2. The annual meeting of the Council shall be the regular meeting date in April of each year or shall be a date set by the Board.

Section 3. Special meetings of the Council may be called by the President or the Board.

Section 4. Written notices of special meetings specifying the agenda, the time and place shall be mailed by the Secretary, or designee, to each delegate at least ten (10) days before the dates fixed for such meetings.

Section 5. Fifteen members shall constitute a quorum for the transaction of business at any meeting of the Council.

Section 6. All regular meetings of the Council and the Board shall be open meetings.

ARTICLE IX **DISSOLUTION OF THE COMMUNITY SERVICES COUNCIL**

Upon the dissolution of the corporation, the Board shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation or organizations under the corresponding provisions of any United States Internal Revenue Law as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the principle office of the Corporation is then located.

ARTICLE X **AMENDMENTS**

The Bylaws may be amended by affirmative vote of a majority present of the Board and concurrence by the majority of members present at any regular or special meeting of the Council. Notice of proposed change must be submitted to the members at least five (5) days prior to the meeting at which action is to be taken. A quorum must be present.

ARTICLE XI
RULES OF ORDER

In instances of procedure not mandated by these Bylaws, Robert's Rules of Order, latest edition, shall prevail.

PASSED THIS 21st Day of March, 2013

Rev. James Allen, President

WITNESSED BY:

Jackie Cronin, Secretary