

**BY-LAWS OF THE MIDWAY PLAISANCE ADVISORY COUNCIL**

**ARTICLE 1 – NAME**

The name of this organization is the Midway Plaisance Advisory Council (“MPAC”).

**ARTICLE 2 – PURPOSE**

The purpose of MPAC is:

- a. To provide a forum for organized and unorganized users of Midway Plaisance Park through which information regarding Midway Plaisance Park can be shared;
- b. To advise and to make recommendations to the Chicago Park District concerning improvements in program, park maintenance, and other matters relating to Midway Plaisance Park and the patrons of Midway Plaisance Park;
- c. To encourage long-range planning for Midway Plaisance Park;
- d. To promote ways for the community to better utilize the Chicago Park District’s programs and facilities at Midway Plaisance Park;
- e. To increase community awareness by involving all segments of the Midway Plaisance Park community and all patrons of Midway Plaisance Park, in the planning and implementation of MPAC and Chicago Park District projects and programs; and
- f. To assist in locating additional funding sources to enhance the facilities of Midway Plaisance Park for all patrons.

**ARTICLE 3 – MEMBERSHIP**

Section 1: General

The MPAC membership shall be composed of voting members. Voting members shall be any individuals other than Chicago Park District staff who shall at any given meeting meet the requirements of Sections 1 and 2 of this Article Three. There shall be no requirement of dues for voting membership. Membership shall be limited to residents of the City of Chicago.

Section 2: Individual Voting Membership

An individual is a voting member if he or she is attending at least the second meeting in the preceding 12 month period that includes that meeting.

### Section 3: Chicago Park District Employees

Applicable area Chicago Park District managers and the Midway Plaisance Park Supervisor shall be ex-officio, non-voting members of the MPAC and shall serve as liaisons of the Chicago Park District to the MPAC.

### Section 4: Voluntary Contributions

Annual voluntary contributions are based on a fiscal year starting January 1 and ending December 31.

### Section 5: Restrictions

MPAC will not discriminate because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military discharge status, economic, marital or parental status or sexual orientation.

### Section 6: Requirements

(a) MPAC shall consist of at least three (3) members, including the elected officers as defined in Article Six.

(b) Every member must complete a membership application.

(c) Any member whose work for MPAC involves contact with children or the handling of MPAC funds must submit a volunteer application to the Chicago Park District and may be asked to submit to a criminal background check.

### Section 7: Member Removal

Any member may be removed as a member of MPAC for failing to remain in good standing upon a written motion by any officer containing the reason for removal and approval by a majority vote of the members present at a regular meeting at which a quorum is present, provided the member in question is notified of the proposal to remove and is given the opportunity to be heard at the meeting. A member remains in good standing by good faith compliance with the provisions of these bylaws.

## **ARTICLE 4 – MEETINGS**

### Section 1:

(a) All meetings of MPAC are open to the public.

(b) Notice of meetings shall be posted at the Midway Plaisance Park fieldhouse at least 14 days prior to the meeting and shall be emailed to all MPAC voting members at least ten days prior to

the meeting, which may be included in a timely emailed newsletter. MPAC voting members shall be responsible for maintaining a current email address with MPAC.

(c) MPAC meetings may be cancelled due to emergency conditions. Notice of any cancellation shall be posted in the Midway Plaisance Park field house, and the Park Supervisor or Area Manager should be notified.

#### Section 2: Monthly Meetings

MPAC meetings will normally be held monthly, on days and at times that the Midway Plaisance Park fieldhouse is open.

### **ARTICLE 5 – VOTING**

#### Section 1:

Each person who has met the requirements of Article Three, Sections 1 and 2, is entitled to one vote.

#### Section 2:

In order for any membership vote to be valid, at least seven members or a majority of members, whichever is less, including at least two MPAC officers, which constitutes a quorum, must be present.

#### Section 3:

There shall be no voting by proxy or absentee ballot.

#### Section 4:

Any member of MPAC shall disclose any economic interest he or she may have in any entity seeking or requesting action on the part of MPAC prior to any vote on such action, and shall recuse him or herself from voting on such action as a member of MPAC. An economic interest is defined as (a) an interest in the ownership of the entity; (b) status as an employee, officer or director of the entity; (c) an interest in the ownership of any contractor doing business with the entity; (d) status as an employee, officer or director of a contractor doing business with the entity; (e) an interest in the ownership of any contractor doing business with the Chicago Park District; or (f) status as an employee, officer or director of any contractor doing business with the Chicago Park District.

### **ARTICLE 6 – OFFICERS AND BOARD OF DIRECTORS**

Section 1: Officers shall consist of the president, vice president, secretary and treasurer (the latter two may be combined). The board of directors shall consist of the officers.

## Section 2: Election and Terms of Office

- (a) Officers shall be elected once a year by simple majority vote and serve a one-year term or until their successors are elected. Nominations must be made by voting members and may be made from the floor. All officers must be voting members in good standing. Officers cannot hold more than one office at a time (except that the Secretary and the Treasurer may be the same person).
- (b) Officers can only serve as an officer on one Park Advisory Council at a time.

## Section 3: Officers

The officers of MPAC shall govern MPAC at all times, and shall consist of:

- (a) The President: a voting member who shall prepare an agenda and preside over all MPAC meetings, and shall perform such other duties as MPAC shall direct.
- (b) The Vice-President: a voting member who shall preside at the meetings in the absence of the President, and shall perform such other duties as MPAC shall direct; if the president cannot complete his or her term for whatever reason, the Vice President is the successor to the President for the remainder of the past President's term.
- (c) The Secretary: a voting member who shall record minutes of all MPAC meetings; shall keep a permanent file of all MPAC records; shall keep an up-to-date roll of members based on information provided to the Secretary pursuant to Article 4, Section 1(b); shall maintain a record of member attendance at MPAC meetings; shall issue notices of all MPAC meetings; and shall perform such other duties as MPAC shall direct. Copies of all MPAC records are to be kept in the MPAC binder kept at its field house.
- (d) The Treasurer: a voting member shall have charge and custody of and be responsible for all funds of MPAC; receive receipts and give monies due and payable to the MPAC from any source whatsoever, and deposit all such funds in the name of the MPAC in such bank or other depository with the assistance of a fiscal agent. The Treasurer shall give financial statements at each meeting, and an itemized report once a year.

All officers shall complete and file a Registration Form with the Chicago Park District.

Section 4: The officers of MPAC shall not be salaried.

## Section 5: Elections

- (a) Written notice of all elections shall be posted and emailed in accordance with Article 4, Section 1(b).
- (b) Elections shall take place once each calendar year.

(c) Officers shall be elected by a majority of the votes cast by voting members at a meeting where a quorum is present. Ballots shall be counted and results shall be announced at the next MPAC meeting. Any ties are to be resolved as follows, in the order stated: (a) the tied candidates will be given the opportunity to share the position and responsibilities; (b) one candidate may step aside; or (c) the tie will be broken by a coin toss.

(d) At least one (1) representative of the Chicago Park District must be present at the election.

(e) All ballots shall be placed in an envelope and presented to the Chicago Park District representative to be filed.

#### Section 6: Vacancies

(a) In the event of an officer vacancy, a vote will be held to fill the vacancy at the next scheduled meeting at least two weeks after the vacancy is announced.

(b) After any vacancy has been filled, a new Registration Form is to be completed and submitted to the Chicago Park District immediately.

### **ARTICLE 7 – FINANCES**

#### Section 1: Deposits

All funds received or transferred to MPAC shall be deposited in a timely fashion to the credit of MPAC in such banks or other financial institutions as the Board may select, with the assistance of a fiscal agent designated by the Board. MPAC shall require two officers' signatures for all disbursements from its accounts.

#### Section 2: Approval of Expenditures

Proposed annual operating expenditures shall be approved at an MPAC meeting as part of an annual budget. Any non-budgeted expenditures shall be approved separately at an MPAC meeting.

#### Section 3: Contracts

No officer or member of MPAC may enter into any contract on behalf of MPAC without prior approval of the membership.

#### Section 4: Fundraising

No officer or member of MPAC may solicit any funds on behalf of MPAC without prior approval of the membership. No officer or member of MPAC may solicit any funds on behalf of the Chicago Park District without the prior written consent of the Chicago Park District.

Section 5: Loans

No loans shall be made by MPAC to anyone.

**ARTICLE 8– COMMITTEES**

Section 1: Committee Composition

MPAC may create committees deemed necessary and appropriate to fulfill the purpose of MPAC. Committees shall be composed of voting members, with one member presiding as Chair.

Section 2: Committee Chairs

The MPAC President shall appoint the committee members and the Chairman. Chairmen shall assure that all interested parties are given notice of meetings and assure that an accurate report of the proceedings is made at each MPAC meeting.

**ARTICLE 9 – CONFLICT RESOLUTION**

Section 1: MPAC officers have the responsibility of monitoring the actions and activities of MPAC as a whole. MPAC has the right to review the actions of an individual member, officer or group of members or officers acting on behalf of MPAC. MPAC may consider removal of a member, officer, or group of members in accordance with the terms contained in these by-laws.

Section 2: Any person having a complaint about the operation of MPAC or about the conduct of any officer or member related to MPAC activities shall promptly (but no later than 30 days after the occurrence of the applicable event) submit a written statement to the President or the Secretary specifying the facts of the case, the names of any witnesses, and the resolution requested. The recipient shall present the complaint to the Board to investigate (excluding any officer that is the subject of the complaint). The period for submission of a complaint may be extended by the Board upon a finding of a compelling basis for the delayed submission. At the direction of the Board, the President or Vice President shall respond to any such complaint in writing and file a copy of the response in the file kept at the Midway Plaisance Park fieldhouse. Should the complainant be dissatisfied with the response, the complainant shall have the right to appear before the next regular MPAC meeting, in order to present oral or written statements.

Section 3: If MPAC is unable to successfully remedy a complaint or the complainant is dissatisfied with the response after being heard by the general membership, the matter can be presented to the Chicago Park District’s Complaint Review Committee (CRC) for consideration. The decision of the CRC will be final and binding upon all parties involved.

**ARTICLE 10 – REGISTRATION**

MPAC acknowledges that each park shall have only one registered Park Advisory Council (“PAC”). There shall be no joint PACs or combined representation unless approved by the

Chicago Park District. MPAC will register with the Chicago Park District by completing and submitting to the Chicago Park District Department of Legislative and Community Affairs, a Registration Form, and the yearly PAC Report. Each elected officer will execute the Registration Form on behalf of the MPAC and all members shall agree to abide by its terms.

#### **ARTICLE 11 – PARLIAMENTARY AUTHORITY**

All meetings of MPAC shall be governed by the latest edition of Robert’s Rules of Order, except as such rules are inconsistent with these bylaws or applicable laws.

#### **ARTICLE 12 – AMENDMENTS**

The MPAC by-laws can be amended through a written request submitted by any four (4) voting members to MPAC’s Secretary or in the absence of the Secretary, MPAC’s President. Written notice of any requests for amendment shall be posted and emailed in accordance with Article 4, Section 1(b). Any such requests shall be voted upon at the next scheduled meeting of MPAC at least three weeks after the proposed amendment is submitted. Amendments become effective by a favorable 2/3 vote of the MPAC voting members present at meeting where a quorum is present, and shall be attached to these by-laws. For each amendment, a copy shall be provided to the Chicago Park District.

**ADOPTED:** September 12, 2018