

COUNTRY CLUB HILLS COMMUNITY
AND CIVIC ASSOCIATION (CCHCCA)

BY-LAWS

ARTICLE I

MEMBERSHIP

- Section 1. Only adult persons of eighteen (18) years of age or older will be eligible for membership in the Association.
2. All members of the Association must be bona-fide residents of the area bounded by St. Leo's Church and Van Dyke Park, Old Lee Highway, Fairfax High School, and the brook running from the northwestern corner of Fairfax High School property to Van Dyke Park.
3. Except as otherwise provided ^{FOR} in these By-Laws, members of the Association in good standing will elect and may remove Officers of the Association by a majority vote. Only members of the Association in good standing may participate in voting or serve as an Officer of the Association.
4. A member of the Association is in good standing if his or her household dues are paid.

ARTICLE II

DUES

- Section 1. Annual dues for membership in the Association will be Five Dollars (\$5.00) per household, payable to the Treasurer of the Association not later than the first day of October of each year for the ensuing calendar year.
2. Former members of the Association may reinstate their membership in the Association upon satisfaction of the provisions of Article I of these By-Laws and payment of the current year's dues.
3. New members are welcome at any time to join the Association upon satisfaction of the provisions of

Article I of these By-Laws and payment of a Two Dollar (\$2.00) fee for the balance of the current calendar year.

ARTICLE III

OFFICERS

Section 1. General:

- 1.1 Except as otherwise provided ^{for} in the Constitution and these By-Laws, all powers of the Association will be exercised by or under the authority of the Officers of the Association.
- 1.2 The Officers of the Association will be: a President, four (4) Vice-Presidents (City Affairs, Membership and Block Captains, Publications, and Social Activities), and a Secretary-Treasurer.
- 1.3 Each Officer of the Association, except as otherwise provided for in these By-Laws, must be elected by the ~~Members~~ of the Association at the Annual General Election Membership Meeting of the Association held in October, pursuant to the provisions of Section 2, ~~of~~ Article III ^a of these By-Laws.
- 1.4 Newly elected Officers of the Association will assume their responsibilities in the Association immediately upon election to office.

Section 2. Election Procedure:

- 2.1 Prior to the month of October of each year, the President of the Association will, with the approval of the Executive Board of the Association, appoint a Nominating Committee consisting of a Chairman and four (4) members of the Association.
- 2.2 The Nominating Committee will nominate at least one (1) candidate for each office in the Association to be filled for the ensuing year, and will report their nominations to the Executive Board prior to the month of October. Upon receipt of the report of the Nominating Committee, the Executive Board will have the power to add more nominees and will thereafter notify all members of the Association by newsletter or flyer of the proposed slate of new officers at least seven (7) days before the Annual General Election Membership Meeting, which will be held in October.

- 2.3 At the October Annual General Election Membership Meeting, nominations for elective offices in the Association for the ensuing year may also be made from the floor, provided, that the nominee's consent to his or her nomination has been previously obtained.
- 2.4 If, after all nominations have been recorded, there is only one (1) nominee for an elective office in the Association, the President of the Association shall instruct the Secretary of the Association to record a unanimous vote for that nominee, provided that a quorum is present.
- 2.5 If, after all nominations have been recorded, there is more than one (1) nominee for an elective office in the Association, a secret written ballot will be cast by the members of the Association, either in person or in the form of an absentee ballot. An absentee ballot will be provided by the Secretary of the Association to any member of the Association upon request. The absentee ballots must be sealed and signed by the absent member and returned to the Secretary prior to the meeting. After all election ballots have been cast, the President of the Association shall appoint at least two (2) tellers to count the ballots and announce the election results to the members of the Association.

Section 3. Duties

- 3.1 The President of the Association will be the Chief Executive Officer of the Association and will exercise general supervision over all operations of the Association, subject to the provisions of the Constitution and By-Laws of the Association. The President will call and preside over all general membership and Executive Board meetings; will appoint chairmen of all committees of the Association, except as otherwise provided for in these By-Laws; and will serve as an ex-officio member of all committees of the Association.
- 3.2 The four (4) Vice-Presidents of the Association will, under the direction of the President, develop and administer programs consistent with the purpose and objectives of the Association, subject to the provisions of the Constitution and By-Laws of the Association. The four (4) Vice-Presidents of the Association will have such other powers and will perform such other duties as

the President or the Executive Board of the Association may from time to time prescribe.

3.3 The Vice-President for City Affairs will:

3.3.1 Serve as 1st Vice-President of the Association and act for the President in his or her absence.

3.3.2 Attend meetings of the City Council and other City agencies to keep apprised of actions of interest to the Association. When unable to attend meetings, the 1st Vice-President will designate alternate representatives to attend.

3.3.3 Advise the Executive Board of developments or actions within the City which could affect the members of the Association or Country Club Hills in general.

3.4 The Vice-President for Membership and Block Captains will:

3.4.1 Develop and coordinate the annual membership drive in September of each year.

3.4.2 Maintain a card file with data on each household to reflect required information for the Directory and other Association activities.

3.4.3 Provide data to the Vice-President for Publications by the third week in October for the annual Directory.

3.4.4 Develop and coordinate an organization of Block Captains in sufficient depth to ensure:

- prompt delivery of Association newsletters, the Directory, and any special notices.
- an effective annual September membership drive and collection of dues and data for the Directory.
- greeting of new neighbors, inviting them to join the Association, and notifying the Chairman of the Welcome Wagon Committee of new arrivals.
- keeping the Secretary-Treasurer apprised of serious illnesses or deaths among family members.
- informing the Vice-President of Publications of new arrivals, departures, deaths, ~~Babies~~, ^{births}, etc., for inclusion in the Association newsletter.

- 3.5 The Vice-President for Publications will:
- 3.5.1 Develop, coordinate, and produce an annual Directory, with publication in December. This responsibility includes:
- developing and executing an advertising plan to defray costs of the Directory.
 - obtaining and collating data from the Vice-President for Membership and Block Captains.
 - presenting a Directory report at the first general membership meeting after publication.
 - forwarding sufficient copies of the Directory to the Vice-President for Membership and Block Captains for distribution within Country Club Hills.
 - ensuring complimentary copies of the Directory are delivered to advertisers and all key City government officials.
 - ensuring extra copies of the Directory are provided to the Chairman of the Welcome Wagon Committee.
- 3.5.2 Write copy for, edit, and produce the Association newsletter. This responsibility includes:
- obtaining news information from the Vice-President for Membership and Block Captains and the other members of the Executive Board.
 - developing and executing an advertising plan to defray the costs of the newsletter if necessary.
 - coordinating the final draft of each newsletter with the Executive Board for concurrence prior to publication.
 - forwarding sufficient copies of the newsletter to the Vice-President for Membership and Block Captains for distribution within Country Club Hills.
 - ensuring complimentary copies of the newsletter are delivered to advertisers, key City government officials and the Chairman of the Welcome Wagon Committee.
- 3.5.3 Edit and make editorial corrections on all written material (e.g., proposals to City Council) representing the official views of the Association

to the City government and on all special flyers being distributed to all members of the Association.

3.6 The Vice-President for Social Activities will:

3.6.1 Develop and coordinate an annual social program, which may include:

- a winter season program, including community tree lighting, home decorations contest, and visit of Santa Claus to children. The program should provide for inter-denominational activities or exchange programs.
- a joint event with The Old Lee Highway Civic Association.
- a Halloween program (may be in conjunction with Layton Hall School).
- participation in The Fairfax City Gala.
- other events as appropriate.

3.6.2 Identify and develop other social activities or clubs which may be desired (e.g., baby sitting club, bridge club, gourmet club, pool party, buffet dinner, senior citizens club, singles club, etc.).

3.6.3 Inventory and retain materials (lighting, Santa Claus costumes, left-over prizes, and gifts) associated with social activities.

3.7 Each Vice-President will maintain an unofficial record (e.g., loose-leaf notebook/"turn-over file") which identifies:

3.7.1 Any property, decorations, funds, checks, or other assets for which he or she is responsible.

3.7.2 Programs and activities conducted, to include "lessons learned" or after-action reports on results of these programs and activities.

3.7.3 Problems encountered and solutions taken or recommended to be taken.

3.8 The Secretary-Treasurer of the Association will:

3.8.1 Act as the Secretary of the Association, and therefore record all proceedings at official

meetings of the Association, including those of the Executive Board.

- 3.8.2 Give the members and officers of the Association notice of all meetings of the Association, as provided for in these By-Laws.
- 3.8.3 Act as the custodian of all official records and other documents of the Association.
- 3.8.4 Process, dispatch, receive and have charge of all written communications sent or received by the Association.
- 3.8.5 Act as the Chief Financial Officer of the Association and therefore be responsible for the receipt, custody and disbursement of the Association's funds.
- 3.8.6 Disburse Association funds only with the consent of the Executive Board or the majority of members present at a general membership meeting, except that amounts of less than Fifty Dollars (\$50.00) per month may be disbursed with the approval of the President, or in his or her absence, with the approval of the 1st Vice-President. Checks over \$199.00 must also be signed by the President.
- 3.8.7 At each general membership meeting, provide the balance in the Association checking account and total of outstanding obligations.
- 3.8.8 At the Annual October General Election Membership Meeting, submit to the members of the Association an annual statement of income and expenses for the previous year.
- 3.8.9 Arrange for a Post Office box and its routine servicing.
- 3.8.10 In addition, have such other powers and perform such other duties as the President or the Executive Board of the Association may from time to time prescribe.

Section 4. Tenure:

- 4.1 An elected Officer of the Association will serve for a term of one (1) year which will commence immediately upon his election. The next Annual General Election Membership Meeting will normally terminate his term of office, unless reelected.
- 4.2 No officer in the Association may serve more than two (2) consecutive full terms in the same office

in the Association, except, that time served in an office of the Association pursuant to an election under Section 2.5, ~~of~~ Article IV of these By-Laws will not be computed for purposes of this Section.

ARTICLE IV

MEETINGS

Section 1. General Membership Meetings

- 1.1 General membership meetings will be held at the call of the President or upon request of a majority of the Executive Board, except that a meeting will be held during the month of October. Normally, two additional general membership meetings will be held annually, one in January/February, the other in May/June. Written notice specifying the date, place and hour of each general membership meeting will be provided each member of the Association at least seven (7) days prior to the scheduled date of the meeting.
- 1.2 The Order of Business at general membership meetings of the Association shall be as follows:
 - (1) Call to order
 - (2) Reading of the minutes of preceding meeting by the Secretary
 - (3) Report of the Treasurer
 - (4) Reports of the Vice-Presidents
 - (5) Reports of the Standing Committees
 - (6) Reports of Special Committees
 - (7) Transaction of unfinished business
 - (8) Transaction of new business
 - (9) Adjournment
- 1.3 Roberts Rules of Order shall be recognized as governing the rules of procedure at all membership meetings of the Association.

Section 2. Executive Board Meetings.

- 2.1 The Executive Board of the Association will conduct sufficient meetings to ensure well prepared general membership meetings and successful supporting programs.
- 2.2 The President of the Association will direct the Secretary of the Association to notify each of the Officers of the Association and the Chairmen of Standing Committees of the date, hour, and place of the Executive Board meetings not less than

seven (7) days prior to the date of such meetings, provided that nothing in this section will prohibit a majority of the Executive Board from agreeing upon a different date, hour, and place for such meetings.

- 2.3 Any Officer of the Association may be removed by the Executive Board of the Association by a vote of at least six (6) of the remaining seven (7) members of the Executive Board.
- 2.4 Any Officer of the Association may resign by giving written notice of resignation to the Executive Board of the Association. Such resignation will be effective immediately upon such notice without formal acceptance by the Executive Board.
- 2.5 A vacancy in any office of the Association because of removal, resignation, or any other cause, may be filled for the unexpired term of that office by a majority vote of the Executive Board of the Association.
- 2.6 Four (4) members of the Executive Board of the Association will constitute a Quorum at any scheduled meeting. If a quorum is not present at any scheduled meeting of the Executive Board of the Association, a majority of the members present may vote to continue or to adjourn such meetings without further notice. If a meeting proceeds, no decision affecting the election of officers, disbursement of funds, nor changes to the By-Laws may be voted upon.
- 2.7 Except as otherwise provided for in these By-Laws, the Act of the majority of the members of the Executive Board of the Association present at any scheduled meeting at which a Quorum is present will constitute an Act of the Executive Board of the Association.
- 2.8 An Act of the Executive Board of the Association will constitute an Act of the members of the Association, provided, that such an Act of the Executive Board of the Association is not revoked at a general membership meeting of the Association by a majority vote of the members present. In the event an Act of the Executive Board is revoked by a majority of the members of the Association present at a regular meeting, the President of the Association will take all necessary measures to rescind, retract or repeal such Act of the Executive Board of the Association.

ARTICLE V

COMMITTEES

Section 1. Standing Committees:

- 1.1 Membership and Block Captains Committee. The Vice-President for Membership and Block Captains will chair and organize the requisite number of Area Coordinators and Block Captains to accomplish the responsibilities outlined in Section 3.4 of Article III. These members will constitute this committee.
- 1.2 Social Committee. The Vice-President for Social Activities will chair and organize a Social Committee to accomplish responsibilities outlined in Section 3.6 of Article III.
- 1.3 Welcome Wagon Committee. The President will select, and with the approval of a majority of the Executive Board of the Association, will appoint a Chairman of the Welcome Wagon Committee. The Chairman will have the responsibility to:
 - 1.3.1 Organize a committee as deemed appropriate.
 - 1.3.2 Maintain materials, to include copies of the Directory, latest issues of the Association newsletter, maps of Fairfax City and County, applications for Association membership, public transportation schedules, school and voter registration information, and such other information as is available and deemed appropriate.
 - 1.3.3 Maintain contact with the Vice-President for Membership and Block Captains and other persons or agencies who can provide information on new arrivals.
 - 1.3.4 Call upon, greet, and warmly welcome new arrivals into Country Club Hills.
 - 1.3.5 Assist new arrivals in getting settled, within capabilities.
 - 1.3.6 Encourage new arrivals to join the Association.
 - 1.3.7 Notify the Vice-President for publications of new arrivals.
 - 1.3.8 Render a report of all new arrivals at each Executive Board and general membership meeting.
- 1.4 ^{Neighborhood Council} Block Watch Committee. The President of the Association will select, and with the approval of a

majority of the Executive Board of the Association, will appoint a Chairman of the ~~Block~~ ^{Neighborhood Crime} Watch Committee. The Chairman will have the responsibility to:

- 1.4.1 Organize a committee as deemed appropriate.
- 1.4.2 Establish contact with the Fairfax City Police and other Civic Associations to determine how to organize and maintain a Block Watch Program.
- 1.4.3 At the earliest opportunity, render a report to the Executive Board and to all members at a general membership meeting of progress and problems in establishing a Block Watch Program in Country Club Hills.
- 1.5 At any general membership meeting of the members of the Association, additional Standing Committees of the Association may be established and their membership appointed by a vote constituting an Act of the Members of the Association. This vote will result in an amendment to this section of these By-Laws by the Executive Board.
- 1.6 Each Standing Committee of the Association will meet at the direction of its Chairman and will be empowered to adopt its own rules and procedures.

Section 2. Special Committees:

- 2.1 At any meeting of the Executive Board or general membership meeting, special committees may be established and their Chairman appointed by a majority vote constituting an Act of the Association.
- 2.2 Each special committee established pursuant to Section 2.1 of this Article will meet at the direction of its Chairman and will be empowered to adopt its own rules and procedures.

ARTICLE VI

NOTICES

- Section 1. Whenever notice of a meeting is required to be given by these By-Laws, due notice will be deemed to have been given when the Secretary or any designated Officer of the Association sends written communication by mail, or other form of delivery,

addressed to the member or Officer entitled thereto at his or her address shown on the records of the Association.

2. The provisions of Section 1 of this Article will not be applicable to the notice required in Section 2.2 of Article IV of these By-Laws. Unless otherwise directed by a majority of the Executive Board, the notice required by Section 2.2 of Article IV of these By-Laws may be made by telephone or personal communication.

ARTICLE VII

AMENDMENTS

- Section 1. Any of these By-Laws may be amended or repealed and new By-Laws adopted by a majority vote of the members present at a general membership meeting of the Association.
2. Any of these By-Laws may be amended or repealed and new By-Laws adopted by a majority vote of the Executive Board of the Association by a vote which constitutes an Act of the Association, provided that the Executive Board of the Association will not adopt, repeal, or amend any By-Law changing the qualifications or classifications of any member of the Association, or the terms of office of any Officer of the Association.
 3. Any amendment to these By-Laws which is adopted by the Executive Board of the Association pursuant to Section 2 of this Article will be announced and read at the next general membership meeting of the Association. Thereafter, a motion will be in order to debate, reject, modify, or ratify such an amendment. In the absence of such a motion, or upon a majority affirmative vote of the members of the Association present, the amendment will become part of these By-Laws.
 4. No amendment will be made to these By-Laws which is inconsistent with the purposes of the Association or the provisions of its Constitution.