



PO Box 804  
HIGHLAND PARK, IL  
60035-0804

E-MAIL: [RNA@RAVINIANEIGHBORS.ORG](mailto:RNA@RAVINIANEIGHBORS.ORG)  
[WWW.RAVINIANEIGHBORS.ORG](http://WWW.RAVINIANEIGHBORS.ORG)

**BYLAWS (Revised July 1, 2006)**  
**(this supersedes all previous bylaws)**  
**THE RAVINIA NEIGHBORS ASSOCIATION**

**ARTICLE I—NAME**

The name of this organization shall be the Ravinia Neighbors Association (the “Association”).

**ARTICLE II—GEOGRAPHIC AREA**

Although concerned with the needs and viability of all of Highland Park, Illinois, the Association has specifically designated as its primary area of concern the southeast corner of Highland Park, including the Ravinia and Braeside school districts.

**ARTICLE III—PURPOSE**

It is the purpose of the Ravinia Neighbors Association to formally come together to preserve and enhance the unique character of our district. The Association shall interact with neighborhood residents, private institutions and businesses, service providers, and governmental, cultural, civic, and religious organizations, both within Ravinia, at its immediate borders, and, where necessary, within the city as a whole, to maintain and improve our neighborhood.

**ARTICLE IV—MEMBERSHIP**

- Section 1. Membership is open to anyone who subscribes to the Purpose of the Association.
- Section 2. There shall be two classes of Members:
- (a) Residential Members, defined as residents of the geographic area;
  - (b) Associate Members, defined as owners or operators of a business or professional practice or of residential rental property within the geographic area, or individuals or households outside of the geographic area who have an interest in the aims of the Association.
- In the event that someone meets criteria for both classes of membership, they shall be classified as a Residential Member and vote as such.
- Section 3. Membership shall require the payment of dues on an annual basis. A Member shall be considered a member in good standing for one fiscal year upon receipt of payment of dues. The amount of the dues shall be set by the Governing Board of the Ravinia Neighbors Association (the “Governing Board”). The dues shall be paid by the start of the Association’s fiscal year, July 1.

- Section 4. A Residential Membership shall include all adults (18 and over) whose legal residence is within the household applying for Membership and whose names are listed on the Membership Application form. Each household shall cast one vote in the Association. Only one Member of each household may hold office in the Association at any given time.
- Section 5. A business, professional group, residential property owner or household who is an Associate Member shall designate one person as a representative for purposes of voting at elections and at meetings. Each Associate Membership shall cast one vote in the Association. Associate Members cannot hold office in the Association.
- Section 6. Non-Members with special expertise may be invited to serve on committees, but they may not vote or hold office.
- Section 7. The Association shall neither distribute nor sell the Association's mailing list (names, addresses, phone numbers, e-mail addresses) nor any part of it to outsiders, with the exception of a name and address list which, from time to time, may be given to the appropriate staff of the City of Highland Park so that Association Members can receive notices from the city of matters relevant to the Ravinia neighborhood that are not distributed to all residents as part of the city's normal distribution plan.

#### ARTICLE V—GOVERNING BOARD

- Section 1. The affairs of the Association shall be managed by the Governing Board. The Governing Board shall be composed of the following elected Board Members who shall be Residential Members in good standing of the Ravinia Neighbors Association:
- a. President
  - b. Vice President
  - c. Publicity Director
  - d. Recording Secretary
  - e. Treasurer
  - f. Four other Members At Large
- Section 2. The Governing Board shall be elected by a majority of the Members in good standing present and voting at the Spring General Membership Meeting.
- Section 3. Each elected Board Member shall serve for a one-year term, coinciding with the fiscal year of the Association. No elected Board Member shall serve for more than five consecutive terms in the same position without a break of at least two years. However, if in the interests of the goals of the Association and the continuity of its leadership, this term limit can be excused for a given year for a Board member upon a majority vote by the other Board Members. No person shall hold more than one position simultaneously.

#### ARTICLE VI—DUTIES OF BOARD MEMBERS

- Section 1. The President shall preside at all General Membership and Governing Board meetings. The President shall coordinate the work of the Governing Board and committees in order that the purpose of the Association shall be fulfilled. The President shall set the agenda at meetings. The President is authorized to sign checks for the Association.
- Section 2. The Vice President shall, in the absence of the President, perform his or her duties and shall perform other such duties as may, from time to time, be assigned to the Vice President by the President or Governing Board.

- Section 3. The Publicity Director shall be responsible for all general correspondence, press releases, and media contacts of the Association. The Publicity Director shall be responsible for preparing and distributing the agenda, meeting packet, and notices for all General Membership meetings. The Publicity Director shall be responsible for processing Membership Applications and maintaining the Membership database. The Publicity Director shall prepare an alphabetical listing of all Members qualified to vote, based on that year's Membership Application Forms, and shall present it to the Governing Board immediately prior to the election at the Spring General Membership meeting. The membership list shall be available for perusal by Members in good standing at each Meeting of the Association.
- Section 4. The Recording Secretary shall maintain an accurate record of all General Membership and Governing Board meetings, and shall be responsible for maintaining a ledger book with minutes of all meetings, organized by type of meeting and date. The Recording Secretary shall prepare and distribute the agenda for all Governing Board meetings. Minutes shall be available to all Members in good standing upon request.
- Section 5. The Treasurer shall maintain all financial records of the Association, indicating both the amount and source of receipts and of disbursements. A Treasurer's Report shall be presented at all General Membership and Governing Board meetings. Copies of the Treasurer's Report shall be available to Members in good standing upon request. The Treasurer is authorized to sign checks for the Association.
- Section 6. All Board Members shall be expected to attend all General Membership meetings, Special Meetings of the General Membership and Board meetings of the Association.
- Section 7. All Board Members, committee chairs, and committee members shall serve without salary or honorarium.

#### ARTICLE VII—ELECTIONS

- Section 1. Elections shall take place annually at the Spring General Membership Meeting.
- Section 2. Any Residential Member in good standing may vote. There shall be one vote per household. There shall be one vote per Associate Member in good standing, to be cast by a designated individual.
- Section 3. Any Residential Member in good standing may nominate candidates for office. Nominees must also be Residential Members in good standing.
- Section 4. Nominations shall not require a seconding motion. However, when a person's name is placed in nomination the President shall ask the nominee if he/she is willing to serve if elected.
- Section 5. If a nominee cannot be present at the election, the nominator must contact him/her prior to the meeting and secure a letter from the candidate indicating willingness to serve and designating a Member to speak on his/her behalf. This letter must be presented to the President at the time the name is placed in nomination.
- Section 6. All candidates or their representatives, as specified in Section 5 above, shall be allowed five (5) minutes to present qualifications and positions or plans, if any, should they be elected. After all individual presentations for a given office, the President shall allow up to ten (10) minutes for questions from the floor. Candidates' responses to questions shall be limited to one (1) minute per question.
- Section 7. At the start of the election meeting, the President shall designate a Member to serve as Voter Registrar at the election desk. The Voter Registrar shall verify that each Residential and Associate Member is in good standing and qualified to vote.

Section 8. The format of the election shall be determined by the President, based on a poll of Members present. The election may be made by voice, show of hands, or ballot. The President shall designate one or more Members to assist in counting the votes.

#### ARTICLE VIII—RESIGNATION and/or REMOVAL FROM OFFICE

Section 1. A Board Member or committee chair who is unable or unwilling to complete the term of office shall submit a letter of resignation to the Governing Board.

Section 2. When a Board Member or committee chair resigns or is removed for cause, it shall be the responsibility of the Governing Board, by majority vote at its next meeting, to appoint a Residential Member in good standing, who otherwise meets the qualifications of the post, to fill the remainder of the term.

Section 3. Any Board Member, committee chair or Member convicted of a felony under the jurisdiction of State or Federal courts shall be required to resign both position and Membership immediately upon conviction.

Section 4. A Board Member, committee chair or Member can only be removed for cause by a majority vote of the Governing Board. The removed party shall have the opportunity to appeal the removal to the General Membership at the next semiannual General Membership Meeting. A majority vote of the Membership present and voting at the appeal meeting shall confirm or deny the Governing Board's action.

#### ARTICLE IX—POLITICAL AND OTHER AFFILIATIONS

Section 1. Although the Ravinia Neighbors Association shall concern itself with governmental issues as they impact upon the community and its residents, it is not a political organization. As such, the Association and its Governing Board shall not endorse candidates for local, state, or national office, contribute to their campaign funds as an organization or official representative, nor shall it urge its Membership to do so.

Section 2. The Association may sponsor or encourage its Members to attend non-partisan forums for candidates, when issues of local impact are involved.

Section 3. Individual Members of the Association are free to endorse or participate in any other legal manner in the campaign of any candidate for office, to belong and participate in the activities of any legal political party, and to run for elective office.

Section 4. When Members stand for office, they may list their Membership in the Association and/or the specific organizational activities in which they have been involved as a part of their credentials.

#### ARTICLE X—FINANCES

Section 1. The Fiscal Year of the Association (the "Fiscal Year") shall run from July 1 through June 30 of the following calendar year.

Section 2. In addition to the previously noted reports required of the Treasurer, a year-end report shall be submitted, in writing, at the first Governing Board meeting of the Fiscal Year and distributed to the membership via e-mail..

Section 3. All dues from established Members shall be due during the first month of the Fiscal Year.

Section 4. The Publicity Director shall be responsible for the mailing of dues notices one month prior to the end of the Fiscal Year.

- Section 5. Regardless of when a household or Associate becomes a Member of the Association, a full year's dues shall be required. The exception is that dues covering a new Membership applied for during the last three months of the Fiscal Year shall be applied to the next Fiscal Year.
- Section 6. The Treasurer or the President shall be able to sign on the account of the Association. All expenditures must be approved by the Governing Board.
- Section 7. An annual audit shall be required by the end of the first quarter of the next Fiscal Year. This audit shall be conducted by a committee of at least three Residential Members, appointed by the Governing Board at its final meeting of the Fiscal Year.
- Section 8. No individual Members of the Ravinia Neighbors Association shall be personally liable for the debts, liabilities, or other obligations or actions of the Association.

#### ARTICLE XI—STANDING AND SPECIAL COMMITTEES

The Governing Board, by resolution adopted by a majority of Board Members, may designate or appoint one or more committees. At least one Board Member shall serve on each committee.

#### ARTICLE XII—MEETINGS

- Section 1. There shall be three types of Association meetings: General Membership Meetings, Governing Board Meetings, and Special Meetings of the General Membership. All meetings shall be open to all Members in good standing. The General Membership Meetings shall also be open to the general public.
- Section 2. There shall be one General Membership Meeting each year in May.. The annual election of Board Members shall be held at this meeting.
- Section 3. Regular meetings of the Governing Board shall be held on a monthly basis via e-mail, except for March, July and October meetings which will require members' physical presence. Governing Board meetings shall be open to the public.
- Section 4. The quorum for Governing Board meetings shall consist of 5 Members. Decisions shall be made by majority vote. Majority vote is defined as one vote more than half of the qualified votes cast.
- Section 5. When general Members attend a Governing Board meeting, they shall be asked to introduce themselves and identify the agenda issue(s) with which they are concerned. At those points in the agenda, they shall be called on for their questions and comments. New agenda items can be presented under "New Business."
- Section 6. Special Meetings of the General Membership may be called by the Governing Board as deemed necessary or may be called by a petition signed by 20% of Members in good standing. Such a petition must be delivered to the President of the Association, clearly stating the reason(s) for the meeting and the suggested agenda. The Governing Board shall schedule the requested Special Meeting no less than 14 days nor more than 28 days after receipt of the petition, and all Members of the Association shall be notified.
- Section 7. The costs of all meetings of the General Membership shall be the responsibility of the Association.
- Section 8. All Members in good standing shall receive notice in a timely manner by mail, telephone, fax, or e-mail of General Membership Meetings and Special Meetings of the General Membership.

#### ARTICLE XIII—AMENDMENTS

- Section 1. The Bylaws may be altered, amended, or repealed and new Bylaws adopted under the following procedure:
- a. Any proposed amendment to the Bylaws shall be submitted to a regularly scheduled meeting of the Governing Board at least 30 days prior to a General Membership Meeting. The Governing Board must approve the amendment by majority vote before presentation to the Membership.
  - b. Amendments approved by the Governing Board shall be submitted to the general Membership at the next General Membership meeting. Amendments must be confirmed by a 2/3 vote of the Membership in good standing present and voting at the meeting.
- Section 2. The text of proposed changes to the Bylaws shall be made available to the Governing Board and General Membership at least 7 days prior to the appropriate meeting.

#### ARTICLE XIV—DISSOLUTION OF THE ASSOCIATION

- Section 1. The Ravinia Neighbors Association can be dissolved by vote at a General Membership Meeting, but only if that proposed action is listed on the agenda of the prior written notice given for that meeting. Such action must be approved by 2/3 of the Members in good standing present and voting.
- Section 2. Upon dissolution and after payment of all outstanding debts, the remaining funds of the Association shall be distributed to the Park District of Highland Park, with the directive to utilize the funds to beautify, maintain, or improve the Ravinia district.