

**BYLAWS OF
ENHANCEMENT ORGANIZATION OF OLYMPIA FIELDS**

ARTICLE I – NAME AND PURPOSE

Section A. Name. Enhancement Organization of Olympia Fields; hereafter referred to as its abbreviated name (EOOF.)

Section B. Purpose.

- To educate the community about issues of importance for our success as a community.
- To maintain a high quality of life through the preservation on of our homes and our resources; and to assure the safety of our citizens.
- To remain vigilant. to cooperate and assist in the education of our children. and to provide moral, intellectual,. and actual support to the schools wherever and whenever we are needed.

Section C. Incorporation. The EOOF is a not-for- profit and non-partisan corporation, organized in 1994 and incorporated January 26, 1996, under the provisions of the General Not -For-Profit Corporation Act of the State of Illinois.

ARTICLE II – MEMBERSHIP

Section A. Membership. Membership shall be open to all residents, age 18 or older, of the Village of Olympia Fields.

Section B. Dues. The annual dues for member ship shall be determined by the Board of Directors. Dues are payable on an annual calendar-year basis. In order to vote, dues must be current.

ARTICLE III – BOARD OF DIRECTORS

Section A. Number. Manner of Selections and Term of Office. The Board of Directors shall consist of the officers, and the elected directors. A Board of Advisors may be selected from among the past presidents and the founder of EOOF, Helen Burleson, may serve as an honorary member of the board. Advisors to the Board and Honorary members of the Board shall be non-voting Board Members. Half of the directors shall be elected by the membership at each Annual Meeting and shall serve for a term of two years, or until their successors have been qualified and elected.

Section B. Qualifications. No person may be elected or shall continue to serve as an officer or director of this organization unless this person is a voting member.

Section C. Vacancies. Any vacancy occurring in the Board of Directors by reason of resignation, death, or disqualification of any officer, except for the office of President, or elected

member, except for the office of President, may be filled until the next Annual Meeting, by a majority vote of the remaining members of the Board of Directors.

Section D. Power and Duties. The Board of Directors shall have full charge of the property and business of the organization, with full power and authority to manage and conduct same. It shall plan and direct the work necessary to carry out the purpose of the organization.

Section E. Meetings. There shall be at least six regular meetings of the Board of Directors annually. The President may call special meetings of the Board of Directors and shall call a special meeting upon written request of five members of the Board.

Section F. Quorum. A majority of the members of the Board of Directors shall constitute a quorum.

ARTICLE IV – OFFICERS

Section A. Enumeration and Election of Officers. The Officers shall be a President, a Vice President, a Second Vice President, a Secretary and a Treasurer who shall be elected for terms of two years by the membership at an Annual Meeting and take office immediately. The President, Vice President and Treasurer shall be elected in odd numbered years. The Vice President and Secretary shall be elected in even numbered years.

Section B. The President. The President shall preside at all meetings of the Board of Directors. The President may, in the absence of the Treasurer, sign or endorse checks, drafts, and notes. The President shall be an ex-officio member of all committees except the Nominating Committee and have such usual powers of supervision and management as may pertain to the office of President and perform such other duties as may be designated by the Board.

Section C. The First Vice President. The First Vice President shall, in the event of absence, disability, resignation, or death of the President, possess all the powers and perform all the duties of that office. The First Vice President shall perform such other duties as the President and Board may designate.

Section D. The Second Vice President. The Second Vice President shall preside in the absence of both the President and the First Vice President.

Section E. The Secretary. The Secretary shall keep minutes of all meetings of the Board of Directors, the general membership meetings, and any special meetings called by the President. The Secretary may, in the absence of the Treasurer, sign or endorse checks, drafts, and notes and perform such other functions as may be incident to the office.

Section F. The Treasurer. The Treasurer shall collect and receive all monies due. The Treasurer shall be custodian of these monies, shall deposit them in a bank designated by the Board of Directors and shall disburse the same in accordance with the adopted Annual Budget or upon order of the Board. The Treasurer shall sign or endorse checks, drafts, and notes. The Treasurer

shall present statements at each regular meeting of the Board and additionally should present audited Annual Report to the Annual Meeting. The Treasurer shall be the keeper of the Articles of incorporation and IRS tax exempt ruling and file annual reports as required by law.

ARTICLE V – MEETINGS

Section A. Annual Meeting. There will be an Annual Meeting. the date, place and time to be determined by the Board of Directors. Members shall be notified, at least 2 weeks in advance of the Annual Meeting. The Annual Meeting shall: 1.) Elect officers and directors, 2.) Transact such other business as may properly come before it.

Section B. Quorum. 1.) A quorum shall consist of at least 3 officers and 12 members. 2.) A majority vote of all members present and voting shall decide all matters. except By Law amendments.

Section C. Voting. Each member present. 18 years of age or older, who is a resident of the Village of Olympia Fields shall be entitled to one vote. Dues are payable on an annual calendar year basis. In order to vote, dues must be current.

ARTICLE VI - STANDING COMMITTEES

Section A. Appointment or Committees and Chairpersons. The President may appoint such standing committees as deemed necessary . Such committees shall appoint a member to record minutes of their proceedings . These minutes should be presented to the Presidentship as part of the Committee Report. The President shall appoint all committee chairpersons with the exception of the Executive and Nominating Committees and such chairpersons shall serve at the pleasure of the President.

The chairpersons shall be appointed from among members of the Board. The chairpersons of each committee, with the exception of the Executive and Nominating Committees shall appoint the members of their committees and such members need not be members of the Board. Each member of a committee shall continue until a successor is appointed, unless the committee shall be sooner terminated or unless such member be removed from the committee or unless such member ceases to qualify as a member thereof.

Section B. Executive Committee. The Executive Committee shall consist of the officers of The Enhancement Organization. The Executive Committee shall have all of the powers of the Board of Directors between regular Board meetings, except it will have no authority in the following areas : 1.) Articles of Incorporation; 2.) Bylaws; 3.) Transfer in any fashion of substantially all of the assets of this organization; 4.) Voluntary dissolution of this organization. A simple majority of the Executive Committee shall constitute a quorum. A quorum must be present to transact any business. and a simple majority is necessary to take any final action, Meetings of the Executive Committee may be called by the President upon reasonable notice either personally given or written.

ARTICLE VII- NOMINATIONS AND ELECTI ONS

Section A. Nominating Committee. The Nominating Committee shall consist of two Board members elected by the Board of Directors, and three members from the EEOF at large. The Nominating Committee shall elect its own chairman. The committee shall be elected at least two months prior to the Annual Meeting.

Sect ion B. Report of the Nominating Committee and Nominations from the Floor. The report of the Nominating Committee shall be sent to all members one month before the date of the Annual Meeting. The report of the Nominating Committee shall be presented to the Annual Meeting. Nominations may be made from the floor by any voting member provided the consent of the Nominee shall be secured .

Section C. Vacancies. Vacancies in any elective office, excepting the office of President, shall be filled through an appointment by a majority vote of the Board of Directors. These appointments shall be for the duration of the term of office. The First Vice President will fill the vacancy of the President for the duration of the term.

ARTICLE VIII - FINANCIAL Administration

Sect ion A. Calendar Year and Fiscal Year. Both Calendar year and fiscal year of the EEOF shall begin on the first day of January of each year, and end on December 31.

Section B. Budget. A Budget Committee shall be appointed by the Board of Directors at least two months prior tot he next fiscal year to prepare a budget. The Treasurer shall be a member of the Budget Committee. A budget for the ensuing year shall be adopted by the Board of Direct ors one month prior to the commencement of the fiscal year.

Section C. Distribution of EEOF Funds on Dissolution. Upon dissolution of the EEOF, any and all assets owned by the EEOF shall be distributed by the existing Board to a non-profit cultural or educational group,

ARTICLE IX - AMENDMENTS

Sect ion A. Amendments. These bylaws may be amended by a two-thirds vote of the voting members at the Annual Meeting, provided the amendments were submitted to the membership in writing at least one month in advance of the meeting. A proposed amendment can be made by any voting member of the Board.

ARTICLE X - PARLIAMENTARY AUTHORITY

Section A. Parliamentary Authority. The rules co ntained in Robert s Rules of Order Revised shall govern the organization n in all cases to which they are applicable and in which they are not inconsistent with these Bylaws