

**BYLAWS
Of
Princeville Civic Association**

**Article I
Offices**

The Corporation shall maintain in the State of Illinois a registered office and a registered agent at such office.

**Article II
Duties of the Officers and Directors**

Section 1. The president shall have executive supervision of the association within the scope provided by these bylaws; preside at all meetings; report annually on the activities of the association; appoint members of committees and delegates not otherwise provided for.

Section 2. The vice-president shall assume the duties of the president in the event of absence, incapacity, or resignation of the president. The Vice President will serve as Parliamentarian.

Section 3. The secretary shall keep the minutes of the association and board of directors meetings, maintain a list of members, render an annual report and provide necessary information regarding the association activities as required. The secretary will maintain voting eligibility and records of participation.

Section 4. The treasurer shall be responsible for the safe keeping of association funds and for maintaining adequate record; deposit all monies received in a reliable banking company in the name of the "The Princeville Civic Association". Monies shall be paid out by numbered checks signed by the treasurer. The treasurer shall render an annual report. The Treasurer shall be a member of the Finance Committee.

Section 5. The board of directors shall have the power to conduct all affairs of this association. The board of directors shall decide questions of policy and perform such other functions as designated in the bylaws or otherwise assigned to it.

Section 6. Officers will be voted on during the November monthly meeting of odd numbered years. The Board of Directors will be voted on during the November monthly meeting of even numbered years.

Article III

Board of Directors

The board of directors shall be comprised of the four principal officers and the chairmen of the standing committees.

Article IV

Meetings

Section 1. Regular meeting of the association shall be held on the second Monday of each month. In the event of a holiday, the meeting shall be held the second Tuesday.

Section 2. Special meetings shall be called by the president or at the request of two or more members of the board.

Section 3. The annual meeting shall be held in January of each calendar year.

Section 4: Meetings will be run according to customary parliamentary procedure as outlined by Roberts Rules of Order.

Article V

Committees

The association shall have the following committees:

- A. **Community Development:** This committee will concern itself with those facets of the Village that require improvements and are the desire of the citizens. The goal of the committee is to establish and maintain the Village of Princeville as a welcoming community that provides a safe, clean and accessible environment that embraces quality education, volunteerism and growth. The committee will convey these desires to the Village Board, or other bodies for action. This committee will be responsible for maintaining the community calendar, website updates and liaison between Princeville and Peoria Area Convention and Visitors Bureau.
- B. **Economic Development and Downtown Revitalization:** Develop downtown Princeville so that it will be appealing to desired types of businesses as well as existing businesses. This committee will be responsible with preparing promotional information to provide to prospective businesses and homeowners, Shop Princeville program and Princeville Business Network.
- C. **Finance:** This committee will be responsible for fundraising activities, managing the Princeville Civic Association accounts and financial planning for the organization. The Finance Committee will prepare an annual budget to be approved by the board.

- D. **Special Events:** This committee will be responsible for planning and executing of all events sponsored by the organization. The committee shall prepare and submit contracts for entertainment, concessionaires, and promotional support of each festivity. All contracts shall be submitted to the board of directors for final approval.

Article VI

Membership

Section 1. Any person interested in the Princeville Civic Association who applies for membership shall thereby become a member upon approval of majority vote of the members present.

Section 2. Social, fraternal, service, or religious organizations in the Princeville vicinity may elect or appoint representatives.

Section 3. Each registered member is entitled to one vote on each matter submitted to a vote of the members present. Only those members with membership in good standing

Section 4. Dues, fees, and membership categories shall be subject to review and establishment by a vote of the registered members at the annual meeting.

- a. Dues of \$1 per year
- b. Voting eligibility: Only members in good standing are eligible to participate in voting of officers. A member in good standing is one who has attended 50% of the organization monthly meetings in the fiscal year.

Article VII

Contracts, Checks, Deposits, and Funds

Section 1. Contracts - The board of directors may authorize any officer or officer's agent or agent of the corporation, in addition to the officers so authorized in these bylaws to enter into any contract or execute and deliver any instrument in the name of or/in behalf of the corporation and such authority may be general or may be confined to specific instances.

Section 2. Deposits - All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the board of directors selects.

Section 3. Purchases - Unless pre-approved, purchase of any items is the sole responsibility of the purchaser until a vote has been made to reimburse the member.

Article VIII
Books and Records

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, board of directors, committees having any of the authority of the board of directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. The books and records of the corporation may be inspected by any member or his agent or attorney for any purpose at any reasonable time.

Article IX
Fiscal Year

The fiscal year of the corporation shall be January 1 to December 31.

Article X
Seal

The corporate seal shall have inscribed thereon the name of this corporation "Princeville Civic Association" and the words "Corporate Seal, Illinois".

Article XI
Waiver of Notice

Whenever any notice is required to be given under a provision of the General Not For Profit Corporation Act of Illinois or under the articles of incorporation or bylaws of the corporation, a waiver thereof signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Article XII
Amendments

The power to alter, amend, or repeal the bylaws or adopt new bylaws shall be vested in the board of directors unless otherwise provided in the articles of incorporation or bylaws. A bi-annual review of the bylaws shall be required. The bylaws may contain any provisions for the regulation and management of the affairs of the association not inconsistent with law or articles of incorporation.