

Sumner Park District By-Laws

CHAPTER 1. ORGANIZATION

Section 1.01

The government of the District shall be vested in the Board of Park Commissioners, duly elected as provided by law.

Section 1.02 Regular Meetings

Regular meetings of the Board shall be held on the second Tuesday of every month prepared pursuant to the provisions of the Illinois Open Meetings Act, 5 ILCS 120-1 et. seq.

Section 1.03 Special Meetings

Special meetings of the Board may be called by the President whenever deemed necessary, or shall be called by the President at the request of any two commissioners. Written notice shall be given each commissioner of the time and place of the special meeting at least 48 hours prior to the time of the meeting. Except in the event of a bona fide emergency, the notice shall include the agenda to be considered at such meeting.

Section 1.04 Place of Meeting

Meetings of the Board shall be held at 300 W 1st street in the Sumner Park District's office space or such other location as the Board may determine unless notice of alternate location is published in accordance with the Illinois Open Meetings Act.

Section 1.05 Quorum

A majority physically present, of the duly elected and qualified commissioners shall constitute a quorum for the transaction of business; provided, however, that if no quorum is present, the commissioners attending may adjourn the meeting from time to time until a quorum is obtained.

Section 1.06 Order of Business

The order of business at all meetings of the Board shall be as determined by the Board.

Section 1.07 Ordinance in Writing

All ordinances, resolutions, and other proceedings of the Board shall be in writing and kept indefinitely, in a regular book of records, and open to public inspection at all reasonable and proper times, as prescribed by law.

Section 1.08 Voting

The yeas and nays shall be taken upon the passage of all ordinances, and upon all propositions to create any liability, or for the expenditure or for the appropriation of money, and in all cases at the request of any commissioner and shall be entered upon the minutes of the proceedings. The act of the majority of the commissioners present at a meeting at which a quorum is present shall be the act of the Board.

Section 1.09 Rules of Order

The most recent edition of Robert's Rules of Order shall govern all questions of procedure not otherwise provided for herein.

Section 1.10 Procedures

The Board shall adopt all necessary governance procedures and policies, as well as those required by law or third-party, to be Board-approved. The Board may at its pleasure from time to time amend, repeal, or recreate the same.

CHAPTER 2. OFFICERS AND EMPLOYEES

Section 2.01

The officers of the Board shall be President, Vice-President, Secretary, and Treasurer, as prescribed by law, and such assistants as may be appointed.

Section 2.02 Election and Term of Office

The Board of Commissioners will serve 6 year terms. Terms are designed to expire on a staggered system. Commissioners shall serve until their successor are duly elected and qualified. Commissioners shall be elected biennially to take the place of those whose terms expire. Such elections shall take place at the election provided for by general election law.

Section 2.03 Removal

Any officer or employee chosen or employed by the Board may be removed by the Board whenever in its judgment the best interests of the District would be served thereby. A vacancy on the Board may be declared whenever any member (1) dies, (2) resigns, (3) becomes under legal disability, (4) ceases to be a legal voter in the District, (5) is convicted of any infamous crime, (6) refuses or neglects to take his oath of office, (7) neglects to perform the duties of his or her office or attend meetings of the Board for the length of time as specified pursuant to Ordinance Number ____ (See Appendix __), or (8) for any other reason specified by law. Vacancies shall be filled by appointment by a majority of the remaining members of the Board at any of its meetings. Any person appointed to the Board in this fashion shall continue to serve until the next regular election for this office, at which the vacancy shall be filled for the unexpired term or longer, subject to the conditions set forth in the Election Code. In case of temporary absence or inability of any officer to act as such, the Board may fill his office pro tempore.

Section 2.04 President

The President shall be the executive officer of the Board. It shall be his duty to preside at all meetings when present, to sign all contracts and other papers authorized by the Board, to see that all ordinances of the Board are enforced, that all orders of the Board are faithfully executed, and to exercise general supervision of all employees, and over the business and property of the District, all subject however, to the direction and approval of the Board.

Section 2.05 Vice-President

The Vice-President, in the absence of the President or in the event of his refusal or inability to act, shall be vested with the powers to perform the duties of the President.

Section 2.06 Secretary

The Board shall vote to appoint a Commissioner as Secretary who shall keep the corporate seal and all books and records pertaining to the District, shall attest and affix the corporate seal to all instruments requiring such action when authorized by ordinance or vote of the Board, and shall cause all ordinances, resolutions, and other actions of the Board requiring publication to be duly publicized. They shall give notice of and attend all meetings of the Board, and keep a full and true record of its proceedings, including all ordinances passed.

Section 2.07 Treasurer

The Board shall vote to appoint a Commissioner as Treasurer. The Treasurer shall receive and safely keep all money belonging to the District, depositing, in the name of the District, all moneys belonging to the District and

received by them, in the bank or banks approved and designated by the Board. They shall disburse the same only upon the authority of the Board together with properly documented invoices. They shall make monthly reports to the Board of all revenues and expenditures. The Treasurer will present a budget for review and ratification by the board by May. By July, the Treasurer shall submit complete financial statements for the preceding year to the accountant who will then prepare the County Comptroller's report. Any audits will be overseen by the appointed Treasurer. The Treasurer shall furnish to any commissioner or officer information as to any matter relating to this office, requested by same, including copies of records of receipts and disbursements, statements of account, audits and other records of the District under his control and supervision.

Section 2.8 Attorney

The Attorney shall have charge of all legal matters and of the prosecution and defense of all litigation in which the District is interested. They shall draft ordinances, resolutions and other instruments required by the Board, and shall give opinions on all questions referred to him.

Section 2.9 Additional Duties of Officers and Employees

In addition to the duties hereinabove specified, each officer and the employee shall perform other such duties as may be required of him by the Board or by law.

Section 2.10 Prohibited Agency and Employee Political Activities

All terms in this section shall be interpreted to be consistent with definitions provided by the State of Illinois 5 ILCS 430/5-15 and the Illinois Governmental Ethics Act 420/1 101 and Public Act 99-0604 Local Government Travel Expense Control Act. 3.14-2-10 Gift Ban Except as otherwise provided in this Article, no officer, member, or District employee shall intentionally solicit or accept any gift from any prohibited source, as the same is defined in the State Officials and Employees Ethics Act 5ILCS 430/1-1 and following, or in violation of any federal or state statute, rule, or regulation. This ban applies to and includes the spouse of the immediate family living with the officer, member, or District employee. No prohibited source shall intentionally offer or make a gift that violates this Section.

CHAPTER 3. FISCAL AFFAIRS

Section 3.01 Fiscal Year

The fiscal year of the District shall begin on the first day of August of each year, and shall end on the last day of July each year.

Section 3.02 Appropriations

Before the beginning of the fiscal year, the Board shall adopt the annual budget and appropriation ordinance for that fiscal year.

Section 3.03 Publication of Ordinance

Within thirty (30) days after the passage of the annual appropriation ordinance, or of such other time as may be required by law, the appropriation ordinance shall be published at the park and on the park's website.

Section 3.04 Tax Levy

Within such time as required by law, the Board shall adopt the annual tax levy ordinance and special levy ordinance for special taxes, now or hereafter authorized to be levied, which said ordinance shall be duly certified by the Secretary and a certified copy thereof filed with the County Clerks of Winnebago County.

Section 3.05 Publication of Receipts and Disbursements

The Treasurer of the District shall file and publish statements of the receipts and disbursements thereof, as required by law.

Section 3.06 Park and Recreation Fees

Definition. A "resident user" is an individual user of a park facility or facilities who either resides or owns real estate within the Sumner Park District service boundary.

The Board of Commissioners may fix and collect reasonable fees for the use of park facilities. Such fees may be fixed at a uniform rate to all users of such facility or facilities, or the Board may in its discretion fix such fees at a lower rate for resident users than the rate charged for the use of the same facility or facilities to non-residents. The District may from time to time require proof of resident status in connection with an assessment of charges and fees.