

Bylaws: Illinois Local Government Hispanic Network

Article I:	Purpose and Objectives	1
Article II:	Membership and Dues	1
	Section 1: Eligibility	
	Section 2: Membership Categories	
	Section 3: Voting Rights	
	Section 4: Membership Dues	
	Section 5: Failure to Pay Dues	
Article III:	Board of Directors	2
	Section 1: Directors and Officers	
	Section 2: Terms of Office	
	Section 3: Duties of the Board of Directors	
	Section 4: Meetings	
	Section 5: Quorum	
	Section 6: Attendance	
	Section 7: Vacancies and Resignations	
	Section 8: Removal	
Article IV:	Records	4
Article V:	Nominations and Elections	4
	Section 1: Qualifications	
	Section 2: Nomination Process	
	Section 3: Elections	
Article VI:	Amendments to Bylaws	5
Addendum:	Examples of Responsibilities	6

Document History

Version	Date	Forum	Action Taken\Summary
1.0	8/18/2022	Board Meeting	Adoption of Bylaws
1.1	10/13/2022	Board Meeting	1 <sup>st</sup> Amendment (Major Change: Added 2 <sup>nd</sup> Bullet Point Under Article I)
1.2	12/15/2022	Consensus Via Email Dated 12/15/2022	2 <sup>nd</sup> Amendment (Major Change: Added the last bullet point Under Article I about what happens if the organization is dissolved)

# Illinois Local Government Hispanic Network Bylaws

## Illinois Local Government Hispanic Network

### **Article I: Purpose and Objectives**

The Illinois Local Government Hispanic Network Regional Chapter of the Local Government Hispanic Network (Chapter) comprises multiple local government jurisdictions in the State of Illinois. The purpose of the Chapter is to:

- Support local government efforts in attracting and retaining a diverse pool of talent.
- To accept charitable donations and contributions for the educational improvement of local government managers and administrators.
- Elevate Hispanic professionals.
- Serve as a resource to all local government managers in communities with significant Hispanic populations.
- Provide continuing education and skills development that will increase the competitiveness of entry and mid-level managers for leadership positions.
- Provide opportunities for professional development and awareness of Hispanic/Latino issues within communities.
- Increase skills to engage Hispanic/Latino communities in local governance.
- Share knowledge, information, and experience through networking and regional activities.
- Develop and maintain professional associations with the International City/County Management Association (ICMA), the National Local Government Hispanic Network (LGHN), National Forum for Black Public Administrators (NFBPA), and other affinity groups to achieve our common goals and objectives.
- Coordinate with Northern Illinois University – Center for Government Studies to prepare and mentor ICMA Student Chapter members to serve in leadership positions in regional, state, and national local government professional organizations. Explore opportunities for similar coordination with Northern Illinois University – Center for Government Studies.
- Form strategic alliances (formal and informal) with other Hispanic/Latino professional organizations, as well as community partners.
- Support strong ongoing professional relationships between management professionals, regardless of ethnicity, and Hispanic populations to enhance environments that foster inclusivity.
- Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

### **Article II: Membership and Dues**

#### Section 1: Eligibility

All employees of the participating cities and counties, whether permanent, part-time, or temporary, are eligible to be a member of the Chapter. Individuals whose organization is not a member of the Chapter may join as individual members.

#### Section 2: Membership Categories

The Chapter shall consist of three categories of membership:

- *Full Membership.* All individuals currently employed in local government organizations are eligible for Chapter membership provided they agree to promote the Chapter's mission, purpose, and

## Illinois Local Government Hispanic Network Bylaws

objectives, and meet qualifications adopted by the Board. Members in this category are eligible to serve on the board and vote.

- *Affiliate Membership.* All public and private professionals, associations, organizations, and institutions are eligible to become affiliate members provided they agree to promote the Chapter's mission, purpose, and objectives, and meet qualifications adopted by the Board. Local government employees whose organizations are not members of the Chapter may join as individual members of the Chapter. Affiliate Members have the right to hold office in the Chapter and the right to vote.
- *Student Membership.* Students at the undergraduate and graduate levels are eligible to become Chapter student members provided they agree to promote the Chapter's mission, purpose, and objectives and meet qualifications adopted by the Board. Student Members do not have the right to hold office or the right to vote. Students in university programs can be members of the Chapter at no cost.

### Section 3: Voting Rights

Each full member and affiliate member entitled to vote on an issue submitted to the members shall be entitled to one vote upon each issue. Each full member entitled to vote at an election of the Board may cast one vote for as many persons as there are Directors to be elected.

### Section 4: Membership Dues

The Board shall determine the annual dues for each member or class of membership. The initial dues amount, as of July 1, is included in Attachment B. Upon application, membership dues shall be payable to the Chapter. Thereafter, annual dues shall be collected by the NIU Center for Government Studies on behalf of the Chapter during the first month of the beginning of the calendar year.

### Section 5: Failure to Pay Dues

If any member of the Chapter fails or refuses to pay annual dues within a period of sixty (60) days after the membership anniversary date, the membership of such member may be suspended or may be terminated under the discretion of the Board.

## Article III: Board of Directors

### Section 1: Directors and Officers

The Chapter shall be governed by a not to exceed eleven-member Board of Directors (Board) that shall consist of:

- Chair
- Vice Chair
- Secretary
- Treasurer
- At least two and no more than four At-Large Members
- At least one and no more than three Advisors, who may or may not be part of a governmental unit
- One non-voting member of the NIU Center for Governmental Studies to serve as a liaison
- The Board may appoint ex officio members as advisors to the Board of Directors.

### Executive Board

Chair

## Illinois Local Government Hispanic Network Bylaws

- A. Oversees and facilitates board meetings. The primary person who works as a spokesperson for the Chapter to promote its purpose and objectives.
- B. Recommends members for committees
- C. Works in connection with the Vice Chair and Secretary to prepare board meeting agendas
- D. Arranges for or takes part in new board member orientations

### Vice Chair

- A. The Vice-Chair shall have and exercise all powers and duties of the Chair for meetings over which he or she is called to preside, including executing official board records and documents, and at ceremonial and official functions, which the Chair cannot attend
- B. Recommend members for committees

### Secretary

- A. The Secretary is responsible for ensuring the proper maintenance of Board of Directors meeting minutes, and ILGHN documentation.
- B. The Secretary is responsible for tracking the terms of office of the ILGHN Board Members

### Treasurer

- A. The Treasurer is responsible for all financial transactions related to ILGHN work and prepares an annual budget, including a budget for any professional events, to be approved by the Board of Directors.

### Committees

- A. Communication \ Marketing
- B. Membership
- C. Professional Development \ Event Planning
- D. Student Member
- E. Nominating Committee – Ad Hoc

### Section 2: Terms of Office

The term of office for all members of the Board of Directors shall be 2-year staggered terms beginning July 1, 2021. Members shall serve no more than two consecutive terms. Vacancies on the Board shall be filled by the Board of Directors to complete the unexpired term of the officer vacating the position.

### Section 3: Duties of the Board of Directors

The duties of the Board of Directors shall include, but not be limited to:

- Set policy, goals, and objectives for the Chapter.
- Develop and approve revisions to rules and bylaws.
- Create and ensure execution of a plan for communications, membership development, programs, special events, and nominations and elections.
- Approve an annual work plan and budget. As part of the budget process, set membership dues.

## Illinois Local Government Hispanic Network Bylaws

- Provide ongoing guidance to assure the successful fulfillment of the [chapter's] goals and objectives.
- Demonstrate a strong commitment to the Chapter through activities that include, but are not limited to:
  - Attending and being fully prepared to participate in board meetings.
  - Leading or contributing to committee/subcommittee work.
  - Facilitating and/or participating in networking events and training programs.

### Section 4: Meetings

Board meetings and special meetings will be set by the Board, with meeting dates and agendas posted to provide access for the membership at large. The venue shall be designated by the Chair, including electronic communications.

### Section 5: Quorum

For the purpose of conducting official Chapter business, a majority of the number of Directors in office shall constitute a quorum at any board meeting. For issues requiring action before the next scheduled meeting, the Board may refer those items to the executive committee or request approval by a majority of the Board through email communication. Electronic attendance and virtual meetings are permissible subjects to approval by the Chair and a majority of the Board.

### Section 6: Attendance

A Director who misses three consecutive meetings or misses one-third of all regular meetings in a 12-month period, except for health or other emergency reasons as approved by the Chair, shall be ineligible to continue serving effective immediately. The Secretary shall keep attendance records.

### Section 7: Vacancies and Resignations

A vacancy in the Board may be filled by a majority vote of the Board. A Director who fills a vacancy shall serve for the unexpired term of his or her predecessor. In the event the Chair becomes vacant for any reason; the Vice-Chair shall assume the title and duties and responsibilities of the Chair until the next Board election. In the event the Vice-Chair for any reason is unable to assume the Chair's position, the remaining Board members will elect a Chair from the current Board by a majority vote

Any member of the Board may resign at any time by giving written notice to the Chair 30 days before such resignation shall take effect.

### Section 8: Removal

The Board shall review all requests to consider the removal of a member of the Board of Directors and shall have final authority for this decision.

## **Article IV: Records**

Active members shall have access to records of the Chapter, with requests made to the Secretary. All membership rosters are the sole property of the Chapter and are not for public record or distribution.

## **Article V: Qualifications/Nominations and Elections**

Nominations for and election of the Board of Directors shall be made as follows:

## Illinois Local Government Hispanic Network Bylaws

- a. The Chair-Elect shall appoint a Nominating Committee at the first regular board meeting of the calendar year. This committee shall consist of the Chair-Elect, the Past Chair, and at least three other ILGHN members. With the exception of the Chair-Elect, members of the Nominating Committee shall not be eligible for elective office.
- b. The Nominating Committee shall solicit from the membership via email, recommendations on volunteers to serve in each open elected office on the Board of Directors. The Committee may request each nominee provide professional background/biographical information, reasons for the individual's interest in a particular Office or Director position, and any other information deemed necessary and appropriate by the Nominating Committee to help make decisions about a slate of candidates.
- c. The Nominating Committee will meet to review the information provided by each nominee and create a slate of candidates, which will be presented to the Board of Directors.
- d. The proposed slate of candidates shall be published on the ILGHN website and mailed electronically to members by May 1, or as soon thereafter.
- e. The slate of candidates will be approved by the membership in June and seated on July 1.

### **Article VI: Amendments to Bylaws**

During the one-two-year start-up phase of the chapter, the bylaws may be amended by a two-thirds vote of the board. Following the start-up phase of the chapter (as determined by the board of directors), ~~The~~ bylaws amendments may be submitted by a two-thirds vote of the Board or by a petition signed by not less than 20% of the voting membership. The bylaws shall be submitted to the membership for review/objection and become effective immediately following a 30-day notice to the membership providing no objections are submitted. If objections are submitted, the Board of Directors shall discuss the issue with the objecting party/parties and either modify and resubmit the amendment to the membership or make a determination that the amendment is in the best interest of the Chapter.

## Illinois Local Government Hispanic Network Bylaws

Committee responsibilities (may include but are not limited to):

### **Communications**

- Maintains a record of Chapter events.
- Prepares and coordinates the distribution of communications, a newsletter, social media, or another form of communication, regular and special meeting notices, and agenda.
- Prepares an annual report summarizing organizational activities of the year.
- Communicate the Board's goals and objectives for the upcoming year.
- Leads the maintenance of the Chapter website and works with the Board of Directors and membership for content development and updating [if the website is developed].
- Works with the Membership regarding membership database development and maintenance.
- Communicates the activities of assigned Committees.
- Performs other duties as defined by the Board.

### **Membership**

- Prepares annual strategy for membership development, and outreach to attract new members.
- Prepare a strategy for membership retention seeking regular feedback and recommendations from members.
- Prepares and distributes notices of dues, collects all dues, and maintains records of all due-paying members in conjunction with the Secretary/Treasurer.
- Maintains the membership database in conjunction with Communications.
- Develops marketing strategies/plans to promote the Chapter and its goals to current and next-generation Hispanic and Latino local government administrators.
- Performs other duties as defined by the Board.

### **Programs and Special Events\Professional Development**

- Develops an annual calendar of events to be presented to the Board.
- Works with the Board of Directors to develop professional development programs and publicize career enhancement and employment opportunities.
- Responsible for developing the support structure to carry out special functions or activities.
- Identify and recruit speakers as needed.
- Prepares program budgets and submits it to the Board.
- Identify and coordinate and/or promote opportunities to celebrate Hispanic/Latino heritage in communities
- Identify and coordinate diversity, equity, and inclusion programs and offer resources that advance the education of these topics for members and their organizations
- Performs other duties as defined by the Board.

### **Nominations/Elections**

- Prepare a schedule for election cycle and key dates.
- Manages the election process working with communications to disseminate information to the membership.
- Tallies final vote and reports to the Board of Directors.
- Maintain election results 30 days after the election.