

# BYLAWS

## West Chicago Prairie Stewardship Group

### Article 1. Name

The name of the organization shall be the WEST CHICAGO PRAIRIE STEWARDSHIP GROUP.

### Article 2. Purpose

The purpose of the Stewardship Group is to aid in the preservation and management of the West Chicago Prairie and to promote public understanding and appreciation of this unique asset and of prairies in general. These purposes shall be accomplished through work days, field trips and field studies, all conducted in coordination and cooperation with the DuPage County Forest Preserve District.

### Article 3. Officers

The Stewardship Group officers shall be a president, vice president and a secretary/treasurer.

### Article 4. Executive Committee

The Executive Committee shall consist of the three officers and at least three additional members (General Members) from the Stewardship Group.

### Article 5. Election and terms of office

The officers and other members of the executive committee shall be elected by a majority of those present at each annual meeting and shall serve until the next election. At least five members must be present for the election to be valid. The *de facto* executive committee shall serve until the first annual meeting in January 1986. In the event that an officer cannot complete his term of office, the vacancy shall be filled by a special election held at the business meeting of the Executive Committee. This election shall be announced to the members of the Stewardship Group. A vacancy among the General Members of the Executive Committee can be filled by appointment by the Executive Committee.

### Article 6. Nominations

The general members of the Executive Committee shall serve as a nominating committee and prepare a slate of candidates for election to be presented at the annual meeting. Nominations may be received from the floor at the annual meeting provided that the nominee has consented to serve if elected. The president may serve as an *ex officio* member of the nominating committee.

### Article 7. Duties of the officers and committee members

The president is expected to preside at all meetings of the Stewardship Group and of the Executive Committee. In the absence of the president, the vice-president shall preside at these meetings.

The secretary/treasurer shall keep a roll of the Stewardship Group's members' names, addresses, telephone numbers and particular interests relative to the activities of the Stewardship Group; shall be responsible for seeing that records are kept for donations received and money for items and services purchased; for submitting expenses to, and receiving reimbursement from, the bookkeeper of the Forest Foundation of DuPage County who holds the funds of the Stewardship Group; and for performing the general secretarial work required for the operation of the Stewardship Group. The secretary/treasurer shall prepare an annual report of receipts and expenditures for presentation at the annual meeting.

The Executive Committee shall be responsible for planning the programs, for scheduling the work days and field trips and for conducting other business necessary to achieve the purposes of the Stewardship Group. The Executive Committee may appoint other Stewardship Group members to be responsible for given activities. Record of such appointment shall appear in the minutes of the business meeting in which the appointment was made.

The Executive Committee shall be responsible for planning programs and conducting the business to accomplish the purposes of the Stewardship Group.

## **Article 8. Relations with The Nature Conservancy**

At least one member of the Executive Committee shall be a Volunteer Steward in the Volunteer Stewardship Network sponsored by the Nature Conservancy.

## **Article 9. Membership**

All persons requesting to be registered as members will be considered to be members of the West Chicago Prairie Stewardship Group, will receive the NEWSLETTER and will be eligible to attend business meetings and the annual meeting. There shall be no dues required for membership. However, all members will be encouraged to donate money, equipment, time, and/or skills to further the purposes of the Stewardship Group.

The membership list shall be updated each year. Membership of those who have requested to continue their membership of who have donated money, time, skills and/or equipment to the Stewardship Group during the previous year will be continued. The Executive Committee reserves the right to maintain as members those persons they wish to keep informed of the Stewardship Group activities (by means of the NEWSLETTER) even though they do not qualify as set forth above.

## **Article 10. Meetings**

The annual meeting shall be held each calendar year at a time and place designated by the Executive Committee, and will be announced to all members in the NEWSLETTER. Business meetings of the Executive Committee will be held on an as-needed basis, as determined by the Executive Committee members.

## **Article 11. Amendments**

Proposed amendments to the by-laws must be submitted to the secretary/treasurer in writing and all the members notified thereof two weeks before an annual meeting. Such amendments may be adopted by a majority vote of those attending the annual meeting. At least five members must be present for the adoption of amendments to be valid. Amendments to the by-laws shall be adopted only at annual meetings, except in very unusual circumstances when the president may call a special meeting, with reasonable announcement to consider such amendments.