



4508 Garden Quarter Rd. Apt. #36, McHenry, IL 60050
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By-Laws

I. Name and Purpose

1. The name of the agency shall be the Garden Quarter Neighborhood Resource Center. It shall be a nonprofit organization incorporated under the laws of the State of Illinois.
2. Purpose: Garden Quarter Neighborhood Resource Center is organized exclusively for charitable and educational purposes. The mission is to enhance the quality of life of the McHenry residents by encouraging education, promoting healthy lifestyles, and developing multicultural relationships.
 - A. The purpose of this corporation is to serve at-risk, school-age youth and their families. At-risk youth are those that come from low-income families, are struggling academically, or are prone to engage in risky behaviors. Services provided will serve the following purposes:
 - i. To provide tutoring and mentoring assistance to youth;
 - ii. To enable youth to make choices that limit juvenile delinquency; and/or
 - iii. To prevent community deterioration.

II. Board of Directors

1. The Board of Directors shall serve without pay and consist of a minimum of 4 members.
2. Interested Board of Directors members must meet the following qualifications:
 - A. Be 18 years of age or older;
 - B. Possess a willingness to serve;
 - C. Possess a willingness and ability to fundraise and/or donate to the organization;
 - D. Submit to criminal background checks and notify Board of any change in circumstance;
 - E. Be able to present proof if asked of their financial credibility and
 - F. Provide a resume and references upon request or submit the online volunteer application
3. Board members shall be elected by a majority vote of the current members who serve on the Board of Directors.
4. To the best of their ability board members shall fulfill their responsibilities as outlined in the Board of Directors Handbook and sign a member agreement form.
5. Board members shall serve two-year terms and no more than three consecutive terms.
6. Vacancies shall be filled by the Board, with the recommendation of the President or the Executive Director
7. Board members who have not attended at least 50% of the board meetings during the last fiscal year may be dismissed from the Board.
8. The board shall adopt an annual operating budget, which specifies major expenditures by type and amount. The board shall approve the budget in order to allocate funds appropriately for the fiscal year, which shall be July 1st through June 30th.
9. The board shall comply with fiscal policies, which are subject to a yearly review.
10. The board is responsible for overall policy and direction of the corporation, and it is the responsibility of the Executive Director to handle day-to-day operations of the program as well as manage staff and volunteers.
11. During the last quarter of each fiscal year of the corporation the board of directors shall elect members to replace those whose terms will expire at the end of the fiscal year. This election

shall take place during a regular meeting of the members, called in accordance with the provisions of these bylaws.

12. New members shall be elected by a majority of currently serving members. Elected members shall serve a term beginning on the first day after the election.
13. Resignation from the board must be in writing and received by the President of the Board of Directors.

III. Officers

1. The officers of the board shall consist of a minimum of a President, Secretary, Treasurer, and can also consist of a Vice-President, as nominated by the Board. Additional chair positions can exist if the existing Board of Directors so chooses.
2. Members must remain on the board for six (6) months prior to becoming an officer.
3. Elected officers shall serve a two-year term.

4. Officer Duties
 - A. The President shall preside at all Board meetings and appoint committee members. The President may sign contracts and other instruments on the organization's behalf with prior board approval.
 - B. The Vice President shall perform the duties of the President in his/her absence, and perform other duties under the direction of the President.
 - C. The Treasurer shall maintain a record of the organization's finances and provide a monthly written report to the board.
 - D. The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes to all Board members within 1 week following the meeting during which said minutes were taken.
 - E. Additional duties are outlined in the Board of Directors Handbook. Each officer shall sign an officer agreement form and be responsible for fulfilling the above-mentioned duties and those listed in the Board of Directors Handbook to the best of their abilities.

IV. Committees and Staff

1. The Board may appoint standing and ad hoc committees as needed such as Program, Finance, Fundraising, etc.
2. The Executive Director is hired by the board. The Executive Director has day-to-day responsibilities for the organization including carrying out the organization's goals and enforcing its policies. The Executive Director will attend all board meetings, report on the progress of the organization, answer questions of the board members and carry out the duties described in the job description. The board can designate other duties as necessary.

V. Responsibility for Property

1. Only the President, Executive Director, and GQNRC staff may possess a key to Garden Quarter Neighborhood Resource Center's physical location.

VI. Meetings

1. Regular meetings shall be held on the third Thursday of each month at 7pm at Garden Quarter Neighborhood Resource Center, unless otherwise agreed upon.
2. Special meetings may be held at any time when called for by the President or a majority of Board Members. Such meetings cannot take place any less than 3 days from when it is called. The specific purpose of the meeting will be disclosed, and no other business shall be conducted at such meetings.
3. Agendas shall be provided at least seven (7) days in advance of the scheduled meeting

VII. Voting

1. (a) A majority of board members constitutes a quorum. (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority of the quorum.
3. Any peoples hired by the board shall serve as ad hoc members of the Board of Directors and such will have no vote in matters formally placed in front of the board

VIII. Amendments

1. These by-laws may be amended by a two-third vote of Board members and provided that a copy of the proposed amendment(s) are provided to each Board member at least one (1) week prior to said meeting.