

CONSTITUTION, BYLAWS AND POLICIES
OF
ROCK ISLAND PRESERVATION SOCIETY
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Amended July 17, 1990 by vote at the membership meeting contents combined in Article IV.
(Amended June 2010 by vote at the membership meeting.)

CONSTITUTION
OF
ROCK ISLAND PRESERVATION SOCIETY

ARTICLE I

The name of this nonprofit corporation shall be Rock Island Preservation Society.

ARTICLE II

The place in this State of Illinois where the principal office of the corporation is to be located is the City of Rock Island, Rock Island County.

ARTICLE III

Said corporation shall be organized exclusively for charitable and educational purposes that qualify under Section 501 (c) (3) of the Internal Revenue Code of 1954.

ARTICLE IV

Increment of Income. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, directors, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

Legislative or Political Activities. No substantial part of the activities of the corporation shall be the promulgation of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any political candidate for public office.

Operational Limitation. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Dissolution Clause. Upon the dissolution of the corporation, the board of directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law), as the board of directors shall determine. Any such assets not so disposed of, shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purpose or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE V

The purposes of the society shall be as follows:

1. To educate the public about historic preservation information and techniques.
2. To research the history of buildings and sites and determine their historical significance.
3. To register significant historical places with local, state and federal authorities.
4. To make possible historic preservation within the community.

ARTICLE VI

The society shall consist of a membership, elected officers and a board of directors which consists of the officers of the society.

ARTICLE VII

The membership shall consist of any person who has paid current dues to the society. Each member shall have one voting right in the society. The membership will meet a minimum of 4 times per year.

Notice of the time and place of each meeting shall be announced thirty (30) days before the meeting. Those present at the meeting shall constitute a quorum.

ARTICLE VIII

An annual meeting will be held in the first quarter of the year and shall be held to elect the five (5) officers of the society. The term of each officer shall be for one (1) year.) Any board member missing three (3) consecutive unexcused meetings has automatically tendered resignation. Board members shall serve without compensation and vacancies may be filled by a

vote of the membership.

ARTICLE IX

The elected officers of the society shall be president, vice president, recording secretary, corresponding secretary and treasurer.

ARTICLE X

Appointment of all Special Project Chairs, to fulfill any obligation or special need of the Society, will be appointed by the President. Those Special Projects could include but not limited to Education, Landmarks, Membership, Publicity, and Tours.

ARTICLE XI

The amount of annual membership dues shall be determined by the membership.

ARTICLE XII

The administrative and fiscal year shall be March 1 through February 28.

ARTICLE XIII

Amendments to the constitution may be presented to the membership at any regular meeting of the society. Amendments may be passed by a two-thirds (2/3) majority of the members present at the meeting following the presentation.

BY LAWS ROCK ISLAND PRESERVATION SOCIETY

I. OFFICERS' DUTIES

The duties of each officer shall consist of but not be limited to those listed under each position.

1. The President shall preside at all meeting, set meeting agendas, facilitate the society's business, draft position statements in conjunction with the board of directors, ensure that the mail is collected and distributed on a regular basis, and coordinate the society's activities. Appointment of all Special Project Chairs, to fulfill any obligation or special need of the Society, will be appointed by the President. Those Special Projects could include but not limited to Education, Landmarks, Membership, Publicity, and Tours. Additionally the President will keep the board and membership aware of the activities of the Rock Island Preservation Commission and City Council, and other significant duties as required.

2. Vice President shall perform the duties of the president when absent, serve as a liaison for all committees, obtain membership meeting sites, plan programs promoting historic preservation, perform any other duties assigned by the president and assume the office of president if that office should become vacant.

3. Corresponding secretary shall be responsible for notification to the membership and any other correspondence as required by the board, assist membership chair, newsletter editor, and publicity chair. Additionally the Corresponding Secretary will work with the Recording Secretary to coordinate special interest e-mail notifications and telephone tree of those who do not have e-mail.

4. Recording secretary shall take the minutes of the membership meetings, and distribute copies of the minutes appropriately.

5. Treasurer shall supervise all financial transactions, keep the society's financial records which will include detailed reports of the society's activities, prepare budgets when requested, from past records, and submit a balance report at the membership meetings. When appropriate, a separate journal itemizing special events will be kept. All major monetary disbursements will be approved by the board of directors.

The financial accounts of the society shall be released by the signature of the treasurer. In the absence of the treasurer any board member on file with the financial institution may disperse payment for services. Amounts in excess of five hundred dollars (\$500.00) must be signed by both the treasurer and another board member, unless the membership has authorized the over five hundred dollar (\$500.00) payment at a membership meeting.

The finance records of the society shall be audited at least annually, and the auditor shall sign and date the records to indicate they are accurate. The auditor shall be a member of the society appointed by the president.

II. MEETINGS

The membership will meet at least 4 times per year.

III. MEMBERSHIP DUES

The annual membership dues shall be payable in full on March 1. The dues year shall be the same as the fiscal year.

IV. NOMINATING COMMITTEE

A Special Committee from the membership will be appointed by the President and shall meet in the first quarter of the year to select members for election to officer positions.

V. AMENDMENTS

Amendments to the bylaws may be presented to the membership at any regular meeting of the society. Amendments may be passed by a majority vote of the members present at the meeting following the presentation.

POLICIES AND PROCEDURES OF ROCK ISLAND PRESERVATION SOCIETY

Purpose: Policies and Procedures are an expansion of the bylaws, detailing the rights, privileges and limitations of members. They are designed to take care of the business of the organization in a practical manner. Policies and Procedures allow the board and membership some flexibility in conducting the business of this organization. This section should be reviewed yearly at the April meeting. Revisions may be made to fulfill the needs of the organization for the following year. Revisions to this Policies and Procedures may be made by a majority vote of those attending the April meeting. The Secretary will distribute the Policies and Procedures by the May meeting; they will be in effect from the April to April. The Policies and Procedures will be signed and dated by the President and Secretary. No Policy or Procedure will be in conflict with the current Rock Island Preservation Society By-laws, or the 501 (c) (3) designation of the Internal Revenue Service as a not-for-profit organization. In the event of a conflict between any Policy and Procedure and the current By-laws the By-laws shall prevail.

Definitions: not-for-profit: Shall mean either an IRS certified organization, or a known local organization generally recognized as meeting the IRS guidelines. If there is uncertainty, the Society shall request verification of such status.

Event: any special or regular function of the Society. This may include, but is not limited to meetings, tours, workshops, seminars, speakers, etc.

POLICY I, PART A

COMPENSATION FOR USE OF SITES OR BUILDINGS

Payment for the use of a site for an organizational event is discouraged. The membership may choose to make a donation after an event. Such action should generally be limited to cases when the event uses the facilities of another not-for-profit organization. Agreements to share the proceeds of a function or event in exchange for the use of a building or site are also discouraged.

This shall not be construed to mean that the society is prohibited from jointly sponsoring events which may result in a net profit which is shared among two or more organizations. However such joint undertakings should be limited to those co-sponsored with other not-for-profit organizations.

POLICY I, PART B

COMPENSATION FOR PRODUCTS AND SERVICES PROVIDED FOR AN EVENT

Payments for services or products provided for an event shall be arranged prior to the event, and shall be presented to the committee of the whole for approval prior to committing the organization to such compensation. If a payment to a not-for-profit organization is required, it shall also be approved by the committee of the whole prior to entering into any agreement to make such payment. Additionally donations for services rendered may be made to not-for-profit organizations upon the approval of the membership. This section shall not apply when arrangements for a services or product (such as a tour or Old House Journal subscriptions) is being provided to members who pay the full cost.

POLICY II.

CRITERIA FOR EXHIBITORS OR SPEAKERS ASSOCIATED WITH EVENTS

1. Exhibitors/Speakers shall have demonstrated technical qualifications.
2. Exhibitors/Speakers shall have demonstrated commitment to the principles of historic preservation.
3. Exhibitors/Speakers shall have established a reputation for ethical business practices within the community (if applicable).
4. Priority shall be given to exhibitors/speakers who are locally based and/or who employ of local craftsmen.
5. Exhibitors shall be recommended by a majority of the members of the Event Committee.

POLICY III.

HOUSE AND HISTORIC SITE TOURS EVENTS UTILIZING PRIVATE PROPERTY

Prior to entering into an agreement with a property owner for a public event utilizing their

property, the Rock Island Preservation Society agrees to:

1. Obtain public liability insurance and provide a certificate of such to the property owner if requested;
2. Make arrangements for all publicity and act as the sole spokesman for the event, unless other arrangements are made;
3. Arrange and hold practice session(s) prior to the tour (if applicable);
4. Inform the property owner of these policies and procedures as well as any special requests which may be made;
5. Leave the property in the condition in which it was found.

In return, the property owner is expected to:

1. Provide access to the property for media interviews and/or photo sessions, and be available for such interviews and sessions if requested (if applicable);
2. Provide access to the property for tour planning and rehearsal (if applicable);
3. Remain on site during the event unless other arrangements are made prior to entering into the agreement.

POLICY IV

MEMBERSHIP

Any board member accepting dues must fill out a membership application form and distribute them to the following for proper annotations: Treasurer and Membership Chairperson. The membership form will include the person's name, address, phone number, and indicate full or monetary support.

- a. The Treasurer will record receipt of the money
- b. The Membership Chairman will add the name to the membership and mailing list. The Chairman will also make sure a membership card, newsletter, and a list of the current officers, complete with addresses and phone numbers is available to the member.

Upon request, members will receive a copy of the organization's constitution, and membership list.

Local associated neighborhood and preservation organizations will remain on the mailing list with no charge for membership. However membership notifications will be sent to those organizations and the fee accepted if received.

Membership will be a fee of \$10.00 per individual, and \$5.00 per student. Membership will be continuous from March 1 - through the last day of February. Special membership fees may be approved by a majority of the board at any meeting.

POLICY V

PRESERVATION AWARDS AND CERTIFICATES OF RECOGNITION

I. Purpose

A. The purpose of the Historic Preservation Awards and Certificates of Recognition is to recognize and commend those individuals and groups who

1. Have worked to preserve the original charm and character of a historic home or building

2. By example or special efforts, further the ideals of the Rock Island Preservation Society.

B. We will undertake this process annually in order to make timely recognition of accomplishments as well as to draw ongoing attention to preservation efforts.

C. We understand that to undertake the task of genuine preservation is indeed a challenge and those who accept that challenge and perform the task well, should be heartily and publicly commended.

II. Definitions

A. Restoration: an improvement project to a historic structure that endeavors to preserve, restore, and/or reconstruct historic architectural detail, building materials, and craftsmanship

B. Renovation: an improvement project to a historic structure that is properly respectful of the historic detail by that has had modifications made that were necessary to:

1. Make the structure more useable.

2. Comply with existing building codes.

3. Make the project economically feasible.

C. Remodeling: alterations made to a structure that is not properly respectful of historic detail. Modifications made that mimic restoration, when genuine renovations or restoration could have been done without excessive expense or labor, shall be considered remodeling

D. Award: special recognition for outstanding preservation achievement.

E. Certificate: recognition for a preservation achievement that is worthy of commendation but is not worthy of highest honors.

III. Selection Procedures

A. Criteria

1. Structures

a. Eligible structures may include, but are not limited to, residential, commercial, religious, or public building.

b. The structure must be in the city limits of Rock Island

c. The structure must be 50 years or older.

2. Individuals

a. The society shall consider for recognition a person or persons who have:

1. Saved a historic structure from being destroyed or defaced.

2. Accomplished a major restoration or renovation of a historic structure.

3. By example or by special efforts furthered the ideals of the Society.

B. Nomination

1. Nominations for recognition will be solicited from Society membership,

neighborhood organizations, and the public.

2. Local media shall be sent a news release, which will include the criteria, when nominations are being solicited. Public entries shall be solicited from the community at large in order to encourage individual interest and involvement in preservation, as well as to ensure all eligible restoration efforts or individuals by considered.

C. Selection

1. A committee of three members shall present the nominations with recommendation to the membership. Visual aids and descriptions shall be provided.
2. The membership shall vote on the nominees, determine the level of recognition, and the number of awards and certificates.
3. It is recognized that the quantity and quality of eligible nominees dictate the number of awards and certificates awarded in the year.

D. Awards

1. The name of the award shall be "Historic Preservation Award"
2. An Award is the highest level of recognition and shall be given to all outstanding preservation achievements.
3. An appropriate award shall be chosen by the committee (i.e., an etched glass award or special framed portrait).
4. Each award may be given an appropriate title to distinguish it.

E. Certificates of Recognition

1. A certificate of recognition may be presented to a person or persons who has/have made a significant preservation achievement.
2. Certificates may be awarded to any participating entities of a single project. This may include supporting institutions, contractors, or organizations.
3. The certificate shall consist of an appropriate document, framed and signed by the president.

F. Letter of Recognition

1. A letter of recognition shall be sent to all nominees following the vote by the membership. The letter shall congratulate them on their nomination and encourage further appropriate preservation efforts.
2. A letter of thanks shall be sent to anyone who submitted a nomination, stating the outcome of their nomination.

IV. Presentations

A. The society shall attempt to make a public presentation of the awards during Preservation Week in May. The presentation may be made in any appropriate forum, such as city council meeting or a reception.

B. A news release shall be sent to local media detailing the award recipients and their accomplishments prior to the public presentation of the awards. The society shall encourage the publication of feature of the award winners and their accomplishments.

POLICY VI
DUTIES OF THE SPECIAL PROJECTS

A. Each chairperson shall recruit a committee with as many persons the committee chairperson deems necessary to fulfill the duties of the committee or assignment.

1. EDUCATION – The chair shall coordinate individual, frequently onetime, projects undertaken by the society.
2. LANDMARKS - the chair shall originate the nomination for the landmark designation perches guided by the Preservation Ordinance of the City of Rock Island and the subject property shall meet at least one of the seven criteria listed under Section 6, by the List of Significant Structures in the City of Rock Island, by properties which may be endangered and, if possible, properties whose owners request or are agreeable towards being nominated by the society.
Expenses for a nomination originated by the society shall be paid by the society. If the property owner requests the society to nominate a property, then the owner shall pay all expenses incurred.
The committee shall be available for guidance to a property owner who wants to do their own nomination provided the time required does not exceed approximately five (5) hours.
3. MEMBERSHIP - the chair shall keep a current membership list, design the membership brochure and generally promote the organization and encourage the growth of the society.
4. PUBLICITY - the chair shall notify the media consisting of local newspapers, television and radio stations of upcoming society sponsored events and projects.
5. TOURS – the chair shall coordinate individual, frequently onetime, projects undertaken by the society.