## BYLAWS OF CENTRAL STREET EVANSTON AS OF January 11, 2023

#### ARTICLE I - NAME

The name of the organization shall be the "Central Street Evanston" of Evanston, Illinois. It shall be a nonprofit organization incorporated under the laws of the State of Illinois.

#### **ARTICLE II - PURPOSE**

This corporation is organized for the purposes of providing special services within Special Service Area Number Seven and Number Eight (as defined herein and known as the "Special Service Area") in Evanston, Illinois. Services include, marketing, promotions, events, placemaking, landscaping, maintenance and business attraction retention efforts that fall under the principal of Economic Development in the REVENUE (35 ILCS 200/) Property Tax Code. Special Service Area Numbers Seven and Eight shall refer to that area established pursuant to an ordinance number 159-0-19 (SSA#7) and 160-0-19 (SSA#8) both dated November 25, 2019, adopted by the City Council of Evanston, Cook County, Illinois. The corporation shall have such powers as necessary to carry out any and all of its purposes and shall also have such powers as are now or may hereinafter be granted pursuant to the Illinois General Not-For-Profit Corporation Act of 1986, now or as amended. The activities of the corporation are defined by resolution number 159-O-19 and 160-O-10 adopted December 9, 2019 by the City Council of Evanston, Cook County, Illinois, the implementation agreement attached to that resolution, and any subsequent revisions to either that resolution or implementation agreement.

#### **ARTICLE III – OFFICES**

The corporation shall continuously maintain in the State of Illinois, City of Evanston, a registered office and a registered agent.

#### **ARTICLE IV – MEMBERS**

The corporation shall have no members as provided for in the Illinois General Not-For-Profit Act of 1986, now or as amended. Any provision of that Act requiring notice to, the presence of or the vote, consent or other action by members of a corporation in connection with such matters shall be satisfied by notice to, the presence of or the vote, consent or other action of the directors of the corporation.

#### ARTICLE V - BOARD OF DIRECTORS

**SECTION 1. GENERAL POWERS.** The affairs of the corporation shall be managed by or under the direction of its board of directors.

**SECTION 2. NUMBER OF DIRECTORS.** The number of voting directors shall be seven (7). A Board shall consist of a minimum of two (2) and no more than three (3) directors from SSA 8 and a minimum of four (4) no more than five (5) directors from SSA 7. The total Board may consist of ten (10) members with seven being voting members. In addition, the Board may include a non-voting ex-officio liaison designee from The City of Evanston and a Not-for-Profit agency within the boundaries of SSA 7 and/or SSA 8. The Board may also include a liaison from a large institution, including either Evanston Hospital or Northwestern University.

**SECTION 3. ELECTION AND TERM OF OFFICE.** Directors will be elected by the Board and attendees at the Annual Meeting. Only those in attendance may have their vote counted. Each business represented at the Annual Meeting shall have one vote. A slate of candidates shall be made public at least seven days prior to the annual meeting.

**SECTION 3. A.** Each director shall have one vote. Directors will hold office for two year term(s) or such other terms as the Board may deem appropriate or necessary to create staggered Board terms, starting with the date of the Annual Meeting at which they are elected and continuing until their successors have been elected and qualified, or until their death, disqualification, resignation or removal. Each Director may serve as a Director for up to two consecutive terms at a time. At the conclusion of a Director's second full two-year term, said Director will not be eligible to serve for at least 11 months following the conclusion of that term.

**SECTION 4: RESIGNATION OF DIRECTORS.** Any director may resign at any time by giving written notice to the board of directors, the president, or the service provider of the corporation. A director's resignation will take effect when the notice is delivered unless the notice specifies a future date. Unless it is otherwise specified in the notice, the acceptance of such resignation will not be necessary to make it effective. The pending vacancy that arises due to a director's resignation may be filled prior to the effective date, but the successor cannot take office until the effective date. Any director who fails to satisfy the qualifications set forth in section 6 of this article shall be deemed to have resigned at the time of such failure.

**SECTION 5: VACANCIES.** Any vacancy occurring in the board of directors, or any directorship to be filled, by reason of an increase in the number of directors, resignation, or removal may be filled by the board of directors at the Annual Meeting, any regular meeting, or at a special meeting of the board of directors called for that purpose even if the number on the board is less than a quorum. Each director elected to fill a vacancy will hold office for the duration of the unexpired term of his predecessor in office.

**SECTION 6: CLASSES OF DIRECTORS.** The directors shall be divided into the following classes:

- (a) Class I directors shall be composed of at least two (2) and no more than three (3) persons who own the property or lease commercial space within the boundaries of SSA#8 and at least five (5) and no more than eight (8) persons who own property or lease commercial space within the boundaries of SSA#7. The Directors from each SSA should represent a mix of business types that are part of the business districts (i.e. retail, restaurant, personal care, fitness and other service businesses.)
- **(b) Class II** director shall be composed of one (1) non-voting designee from the City of Evanston's Office of the City Manager, Department of Public Works or Department of Economic Development. This director shall be elected for a one-year term and may be reelected.
- **(c) Class III** This class may also include one member designee from either Northwestern University or Evanston Hospital. Those members shall represent the community relations division of their respective employers.

**SECTION 7. ANNUAL AND REGULAR MEETINGS.** A regular annual meeting of the board of directors shall be held at the time and place determined by the board of directors. The board of directors may provide, by resolution, the time and place for the holding of additional regular meetings of the board without other notice than such resolution. The dates, times, and places of the annual and regular meetings shall be posted on the corporation's website at the beginning of each fiscal year. Minutes from all regular meetings of the board and any special meetings of the board, as described in Section (6) of this Article, shall be posted on the corporation's website or other suitable electronic media for viewing by the general public.

**SECTION 8: ILLINOIS OPEN MEETINGS ACT.** The corporation is a public body and all meetings shall be held in accordance with the Illinois Open Meetings Act. All meetings shall be held at specified times and places that are convenient and open to the public.

**SECTION 9. SPECIAL MEETINGS.** Special meetings of the board of directors may be called by or at the request of the president of the board of directors or any three (3) directors. Notice for such special meetings must include the business to be transacted or the purpose of the special meeting. At any special meeting no business shall be transacted other than that stated in the notice of such meeting. The person or persons authorized to call special meetings of the board may fix any place convenient to the board as the place for holding any special meeting of the board called by them.

**SECTION 10. NOTICE.** Notice of any special meeting of the board of directors shall be given at least five days previous to such meeting by notice to each director, except that no special meeting of directors may remove a director unless notice of the proposed removal is delivered to all directors at least 20 days prior to such meeting. Notice may be given electronically via email, or other electronic delivery methods permitted by law. Notice of any meeting of the board of directors may be waived in writing signed by the person or persons entitled to the notice either before or after the time of the meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

**SECTION 11. QUORUM.** One-third of the board of directors shall constitute a quorum for the transaction of business at any meeting of the board of directors. If less than a majority of the directors are present at said meeting, a majority of the directors present may adjourn the meeting to another time without further notice.

**SECTION 12. MANNER OF ACTING.** The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors, unless the act of a greater number is required by statute, these bylaws, or the articles of incorporation. No director may vote by proxy on any matter.

**SECTION 13. INFORMAL ACTION BY DIRECTORS.** Any action which may be taken by the board of directors may be taken without a meeting if it is consented to in writing, including electronic conveyances such as emails, setting forth the action taken by all of the directors entitled to vote.

**SECTION 14. COMPENSATION.** The board of directors shall not receive any fees or salaries for their services.

**SECTION 15. MEETINGS BY CONFERENCE TELEPHONE OR VIDEO.** Any one or more members of the Board of Directors may participate in a regular or special meeting of the Board of Directors by, or conduct the meeting through, the use of any means of conference telephone, video or similar communication equipment by which all Directors participating in the meeting may simultaneously communicate with each other during the meeting. A Director participating in a meeting by such means is deemed to be present at the meeting.

### ARTICLE VI Officers

**SECTION 1. OFFICERS.** The officers of the corporation shall be elected by the board of directors and shall consist of a president of the board of directors; a treasurer, a secretary, and such other officers as may be elected or appointed by the board of directors. Officers whose authority and duties are not prescribed in these bylaws shall

have the authority and perform the duties prescribed, from time to time, by the board of directors. Any two or more offices may be held by the same person, but the offices of president of the board of directors and treasurer may not be held by the same person.

**SECTION 2. ELECTION AND TERMS OF OFFICE.** The officers of the corporation shall be members of the board of directors. The officers of the corporation shall be elected annually by the board of directors at the regular annual meeting of the board of directors. If the election of officers shall not be held at such meeting, such election shall be held as soon after the meeting as conveniently may be. Vacancies may be filled or new offices created and filled at any meeting of the board of directors. Each officer shall serve a term of one-year and shall hold office until his or her successor shall have been duly elected and shall have qualified or until his or her death or until he or she shall resign or shall have been removed in the manner in Section 3 of Article VI of these bylaws. Officers may be reelected. Election of an officer shall not of itself create contract rights.

**SECTION 3. REMOVAL.** Any officer elected or appointed by the board of directors may be removed for cause or no cause by a vote of the majority of the board of directors whenever in its judgment the best interests of the corporation would be served by the removal, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

**SECTION 4. PRESIDENT OF THE BOARD OF DIRECTORS.** The president of the board of directors shall be the principal officer of the corporation. Subject to the direction and control of the board of directors, he or she shall be in charge of the business and affairs of the corporation; he or she shall see that the resolutions and directives of the board of directors are carried into effect except in those instances in which that responsibility is assigned to some other person by the board of directors; and, in general, he or she shall discharge all duties incident to the office of president of the board and such other duties as may be prescribed by the board of directors. He or she shall preside at all meetings of the board of directors.

**SECTION 5. TREASURER.** The treasurer shall be the principal accounting and financial officer of the corporation. He or she shall (a) have charge of and be responsible for the maintenance of adequate books of account for the corporation; (b) have charge and custody of all funds and securities of the corporation, and be responsible therefore, and for the receipt and disbursement thereof; and (c) perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him or her by the president of the board or by the board of directors. He or she may delegate certain duties to the Service Provider in order to perform any fiscal duties as described in Article X and Article XI. If required by the board of directors, the treasurer and the Service Provider shall give a bond for the faithful discharge of his or her duties in such sum with such surety or sureties as the board of directors shall determine.

**SECTION 6. SECRETARY**. The secretary shall (a) record the minutes of the meetings of the board of directors; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (c) be a custodian of the corporate records and (e) perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him or her by the president of the board or by the board of directors. The day to day duties of the Secretary may be performed by the designated Service Provider.

**SECTION 7. COMPENSATION.** The president of the board of directors, treasurer and secretary shall not receive any fees or salaries for their services. Notwithstanding the foregoing, by resolution of the board of directors, the officers may be paid the expenses, if any, they incur in connection with their serving as officers to the corporation.

### ARTICLE VII Executive Committee

**SECTION 1. THE COMMITTEE.** If there is a full Board of Directors (seven voting directors) an Executive Committee of the board of directors shall consist of the three (3) officers of the corporation and one (1) additional member of the board of directors. The president shall be the presiding officer of the Executive Committee. The Executive Committee shall have and exercise the authority of the board in the management of the corporation. The business and the affairs of the corporation shall be conducted at the direction of the Executive Committee between meetings of the board of directors.

**SECTION 2. TERM OF OFFICE.** Each member of the Executive Committee shall serve a term of one year and shall continue as such until the next annual meeting of the board of directors, and until his or her successor is appointed, unless such member is removed from the board of directors or ceases to qualify as a member. Members of the Executive Committee may be reelected.

**SECTION 3. VACANCIES.** Vacancies in the Executive Committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

**SECTION 4. QUORUM.** The majority of the Executive Committee shall constitute a quorum and the act of the Executive Committee members at a meeting at which a quorum is present shall be an act of the Executive Committee.

**SECTION 5. NOMINATING COMMITTEE.** The Executive Committee may serve as the nominating committee for the board of directors. The Executive Committee will nominate directors according to the requirements of Article V and in accordance with procedures established for this purpose by the board of directors.

**SECTION 6. REGULAR MEETINGS.** The Executive Committee shall meet in accordance with a schedule adopted by the committee or at the call of the president.

**SECTION 7. MINUTES.** The Executive Committee shall keep minutes of its meetings, and all actions taken by the Executive Committee shall be reported to the board of directors at the next meeting.

### ARTICLE VIII Committees

**SECTION 1. COMMITTEES.** Committees may be designated or created by the board of directors or the executive committee. The number of members on the committees and the term of membership shall be as determined by the board of directors or executive committee, provided that no committee shall have and exercise the authority of the board of directors in the management of the corporation unless a majority of members of the committee are directors. The board of directors or executive committee shall prescribe the duties and authority of each committee as they from time to time determine is in the best interests of the corporation.

**SECTION 2. MEMBERSHIP.** The board of directors or executive committee shall appoint the members of any committees and shall designate that chair of each committee.

**SECTION 3. VACANCIES.** Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments by the board of directors or executive committee.

**SECTION 4. MEETINGS.** Committees shall meet at such times and places and upon such notice as may be determined by the chair of the committee. Unless otherwise provided in the resolution of the board of directors or executive committee designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

**SECTION 5. INFORMAL ACTION.** The authority of a committee may be exercised without a meeting if consent in writing, setting forth the action taken, is signed by all the members entitled to vote.

# ARTICLE IX Service Provider

The service provider reports directly to the board president and keeps the board of directors fully informed of the service provider's activities. The service provider may be

an employee of SSA 7 and SSA 8 or the service provider may work independently and receive a 1099 on an annual basis. The service provider shall work with the board of directors to implement the programs, marketing and other initiatives the board may choose to undertake. The service provider does not have the authority to act on behalf of the corporation except as may be authorized by the board of directors. The service provider shall not be counted for purposes of a quorum. The board of directors shall stipulate the terms and conditions of the contract with the service provider.

### ARTICLE X Fiscal Matters

**SECTION 1. CONTRACTS.** The board of directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances.

**SECTION 2. CHECKS, DRAFTS, ETC.** All checks, drafts or other orders for the payment of money, notes or other evidences or indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the board of directors.

**SECTION 3. DEPOSITS.** All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories located in the Special Service Area as the board of directors may select.

**SECTION 4. GIFTS.** The board of directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes, or for any special purpose, of the corporation.

**SECTION 5. BUDGET.** The budget of the corporation shall be submitted annually to the City of Evanston, Cook County, Illinois for review and approval by the City Council as described in ordinance number 159-O-10 adopted December 9, 2019 and ordinance number 160-O-19 adopted December 9, 2019, adopted by the City Council of Evanston, Cook County, Illinois, and any subsequent revisions to that ordinance.

#### **ARTICLE XI**

#### **Books and Records**

The corporation shall keep correct and complete books and records of account, including record of an annual audit, and shall also keep minutes of the proceedings of its members, board of directors and committees having any of the authority of the board of directors. As required by ordinance number 159-O-10 adopted December 9, 2019 and ordinance number 160-O-19 adopted December 9, 2019, adopted by the City

Council of Evanston, Cook County, Illinois, certain documents of the corporation will be published in accordance with this resolution and any subsequent revisions to said resolution. Any director may examine and make copies of the books and records related to any of the proceedings of the board of directors provided he or she has a proper purpose for doing so.

SECTION 1. ANNUAL AUDIT. Central Street Evanston will complete an annual audit.

**SECTION 2. RECORD RETENTION.** Central Street Evanston maintains a written Record Retention Schedule, which covers all records and documents, regardless of physical form, and contains guidelines for how long certain documents should be kept.

#### **ARTICLE XII**

#### Fiscal Year

The fiscal year of the corporation shall be the same fiscal year as that of the City of Evanston, Cook County, Illinois and shall be fixed by resolution of the board of directors.

The fiscal year of the Corporation will end on the last day of December and begin on the first day of January of each year.

#### **ARTICLE XIV**

#### **Waiver of Notice**

Whenever any notice is required to be given under the provisions of the Illinois General Not For Profit Corporation Act of 1986, now or as amended, or under the provisions of the Articles of Incorporation or the bylaws of the corporation, a waiver of such notice signed by the person or persons entitled to such notice, whether before or after the time stated in that notice, shall be deemed equivalent to the giving of such notice. Attendance at any meeting shall constitute a waiver of notice of that meeting unless the person at the meeting objects to the holding of the meeting because proper notice was not given.

### ARTICLE XV Indemnification

**SECTION 1. INDEMNIFICATION IN ACTIONS OTHER THAN BY OR IN THE RIGHT OF THE CORPORATION.** The corporation may indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than any action by or in the right of the corporation) by reason of the fact that he or she is or was a director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best

interests of the corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the corporation or, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

SECTION 2. INDEMNIFICATION IN ACTIONS BY OR IN THE RIGHT OF THE **CORPORATION.** The corporation may indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that such person is or was a director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interest of the corporation, provided that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the corporation, unless, and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

**SECTION 3. RIGHT TO PAYMENT OF EXPENSES.** To the extent that a director, officer, employee or agent of the corporation has been successful, on the merits or otherwise, in the defense of any action, suit or proceeding referred to in Sections 1 and 2 of this Article, or in defense of any claim, issue or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

**SECTION 4. PAYMENT OF EXPENSES IN ADVANCE.** Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the board of directors in the specific case, upon receipt of an undertaking by or on behalf of the director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation as authorized in this Article.

**SECTION 5. INDEMNIFICATION NOT EXCLUSIVE.** The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any bylaw, agreement, vote of disinterested directors, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director, officer, employee or agent, and shall inure to the benefit of the heirs, executors and administrators of such a person.

**SECTION 6. INSURANCE.** The corporation shall purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the corporation, or who is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the corporation would have the power to indemnify such person against such liability under the provisions of this Article.

**SECTION 7. REFERENCES TO CORPORATION.** For purposes of this Article, references to "the corporation" shall include, in addition to the surviving corporation, any merging corporation (including any corporation having merged with a merging corporation) absorbed in a merger which, if its separate existence had continued, would have had the power and authority to indemnity its directors, officers, employees or agents, so that any person who was a director, officer, employee or agent of such merging corporation, or was serving at the request of such merging corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, shall stand in the same position under the provisions of this Article with respect to the surviving corporation as such person would have with respect to such merging corporation if its separate existence had continued.

### ARTICLE XVI

#### **Amendments**

The power to alter, amend, or repeal the bylaws or adopt new bylaws shall be vested in the board of directors. Such actions may be taken at a regular meeting of the board of directors or at a special meeting called for that purpose. All revisions to the bylaws must be approved by an affirmative vote of a majority of the directors.

### ARTICLE XVII Conflict of Interest

If a transaction is fair to the corporation at the time it is authorized, approved, or ratified, the fact that a director of the corporation is directly or indirectly a party to the transaction is not grounds for invalidating the transaction. In a proceeding contesting the validity of a transaction described above, the person asserting the validity has the burden of proving fairness unless:

- (1) the material facts of the transaction and the director's interest of relationship were disclosed or known to the board of directors and the board of directors authorized, approved or ratified the transaction by the affirmative votes of a majority of disinterested directors, even though the disinterested directors constitute less than a quorum; or
- (2) the material facts of the transaction and the director's interest or relationship were disclosed or known to the directors entitled to vote and they authorized, approved or ratified and transaction without counting the vote of any member who is an interested director.

The presence of the director, who is directly or indirectly a party to the transaction described above, or a director who is otherwise not disinterested, may be counted in determining whether a quorum is present but may not be counted when the board of directors or a committee of the board of directors takes action on the transaction.

For purposes of this section, a director is "indirectly" a party to a transaction if he or she has a material financial interest in the entity with which the transaction is occurring or is an officer, director, employee, or general party with the entity with which the transaction is occurring.

### ARTICLE XVIII Dissolution and Withdrawal

SECTION 1. CORPORATE DISSOLUTION. The corporation may be dissolved at the end of any fiscal year in which Special Service Area Number Seven and Special Service Area Number Eight are or the implementation agreement, attached to ordinance number 159-O-10 adopted December 9, 2019 and ordinance number 160-O-19 adopted December 9, 2019, adopted by the City Council of Evanston, Cook County, Illinois, and any subsequent revisions to that implementation agreement, is not renewed. The question of dissolution may only be brought to a vote of the directors at a special meeting. If such special meeting of the directors is called, the directors shall vote on the question to dissolve the Corporation. The question shall be deemed approved upon receipt of an affirmative vote of not less than fifty-one percent (51%) of the directors. With any affirmative vote, the directors may determine the necessary time period required to resolve the affairs of the corporation in advance of dissolution.

**SECTION 2. DISTRIBUTION OF ASSETS.** Upon dissolution of the corporation, the board of directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, return all remaining assets of the corporation to the City of Evanston.

#### **CERTIFICATION**

These bylaws were approved by the Central Street Evanston Board of Directors on January 11, 2023.