

Guiding Principles of the Will County Heritage Alliance

ARTICLE I - ESTABLISHMENT

Section 1 – Name

The name of the organization shall be the “Will County Heritage Alliance”, hereby referred to as “the Alliance”.

Section 2 – Creation

Formed in March 2007, the Alliance was created by the Will County Historical Society, the Will County Historic Preservation Commission, and the Forest Preserve District of Will County to serve as a major networking group among heritage preservation groups throughout Will County.

Section 3 - Purpose

The Alliance shall offer those groups and people involved in heritage preservation in Will County an outlet for meeting each other, sharing ideas, resources, and support, discussing issues and challenges, and collaborating on county-wide programs and initiatives. At the very least the Alliance will provide a platform to learn about who is preserving what, where, when, why, and how.

ARTICLE II – PARTICIPATION

Section 1 – Eligibility

Anyone who is interested in the future of heritage preservation in Will County may participate in the Alliance. This includes, but is not limited to, groups and individuals such as historical societies and museums, local historic preservation commissions, libraries with local history reference, universities with historical archives, elected government officials, community leaders, and interested citizens.

Section 2 – Membership

Membership in the Alliance shall be through participation only. By regularly attending meetings of the Alliance, a person’s or group’s membership is officially established.

Section 3 - Voting

Any person attending a meeting shall be eligible to vote on any action that comes before the Alliance at that particular meeting. All major decisions of the Alliance will be made by a vote taken of the participants attending any meeting at which the subject is broached.

ARTICLE III – MEETINGS

Section 1 – Regular Meetings

Quarterly meetings of the Will County Heritage Alliance shall be held on the third Saturday of January, April, July, and October. The location of the meetings should rotate among sites volunteered by members of the organization. Each meeting shall begin at 9:00am with social time, Council reports, and host site welcome. The program or presentation would then run from 10:30am to Noon. Optional lunch and facility tours follow.

Section 2 – Annual Meeting

The Will County Heritage Alliance shall conduct official business, such as position appointments and yearly scheduling at the October meeting each year.

Section 3 – Special Meetings

Other meetings of the Alliance may take place at any other time as called by the Coordinating Council. These may be in the form of a workshop, special program or presentation, a project committee meeting, or other meeting resulting from the need for immediate action by the organization.

ARTICLE IV – GOVERNANCE

Section 1 – Coordinating Council

The Alliance shall be led by a Coordinating Council, hereby referred to as “the Council” who will be responsible for conducting business and overseeing the annual operations of the organization.

Section 2 – Appointments and Term Limits

The Council shall be comprised of five members appointed and/or re-appointed annually at the October meeting. No term limit shall be imposed on anyone serving on the Council as long as he/she is continually appointed to the position. Interested persons willing to serve on the Council shall submit a letter of application to the Council Chair no less than 30 days prior to the October meeting.

Section 3 – Representation

Ideally, each of the founding organizations of the Alliance shall be represented on the Council. Additionally, each of the five members of the Council should represent different regions of Will County, allowing for equal participation and dissemination of information.

Section 4 – Positions

Each member of the Council has a specific responsibility to uphold in the operations of the organization.

Part A – Council Chair

The Chair of the Council shall facilitate the activities of the Alliance. He/She shall be responsible for running the meetings, ensuring that all other Council members are fulfilling their roles, and overseeing all projects undertaken by the Alliance.

Part B – Meeting Coordinator

The Meeting Coordinator shall be responsible for booking the host sites for the quarterly meetings, coordinating with the host on the morning refreshments, lunch arrangements, and facility tours. He/she shall also be responsible for taking minutes of quarterly meetings and keeping a record of Alliance activities.

Part C – Program Coordinator

The Program Coordinator shall be responsible for scheduling and coordinating all programs and/or presentations at the quarterly meetings. He/she should work with the Meeting Coordinator on ensuring that space and equipment (audio-visual, etc.) will be adequate for the scheduled program or presentation.

Part D – Publicity Coordinator

The Publicity Coordinator shall be responsible for notifying the members, as well as the media, of any and all meetings of the Alliance, and shall maintain a list of all current and potential members for this purpose. He/she shall also be responsible for ensuring that the website is updated and maintained on a regular basis.

Part E – Education Coordinator

The Education Coordinator shall be responsible for coordinating an annual workshop for the Alliance members and other interested people, held separately from one of the regular quarterly meetings. He/she shall develop the workshop programming based upon the identified topics and issues of the Alliance membership.

Section 5 – Council Meetings

The members of the Council shall meet as often as necessary to continue the operation of the Alliance. It is not necessary to keep minutes of Council meetings since no official action can be taken by the Council.

Section 6 – Termination of Positions

Anyone serving on the Council can resign his/her position at anytime by written notification to the Council. That position will be filled by appointment at the next regular quarterly meeting. If the members of the Alliance feel that someone should be removed from any position, either on the Council or a committee or other appointed position, for reasons of incompetence, illness, or poor performance, those attending the October meeting shall dismiss them, and appoint another to fill the position.

ARTICLE V – SPECIAL PROJECTS

Section 1 – Definition

The Alliance may take part in or create special projects to undertake as long as those activities benefit the majority of the members and have a County-wide focus.

Section 2 – Committees

The Council may form any other committees or create positions as needed for special projects of the Alliance. All positions shall be filled by volunteers appointed by the membership at any regular quarterly meeting. All committees shall have a chair to direct the overall project.

Section 3 – Funding

Any special project may be funded through grants or other contributions. Depending on the project, members may be required to pay fees for participation in or benefit of such project.

ARTICLE VI – AMENDMENTS

Section 1 – Annual Review

These guidelines shall be reviewed annually by the Council in order to determine that they guide in the best interest of the Alliance.

Sections 2 – Making Changes

Any member of the Alliance may suggest a change to these guidelines by submitting it in writing to the Council for review. If approved by the Council as a warranted change, it shall be brought forth at the October meeting. A majority vote of those in attendance at that meeting shall determine whether or not changes are carried out.

ARTICLE VII – DISSOLUTION

Section 1 – Reasoning

The Alliance may be dissolved if there is a consensus that the organization is not meeting the mission set forth in these guidelines or that the membership of the group has diminished to an unproductive level.

Section 2 – Vote

A majority vote of the members attending the October meeting shall determine the dissolution of the Alliance.

Adopted July 21, 2007