

Sun City Lincoln Hills

Neighborhood Watch



BYLAWS

Sun City Lincoln Hills

Neighborhood Watch Bylaws



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**Sun City Lincoln Hills
Neighborhood Watch Bylaws
Adopted November 2, 2007**



**Article I
Name**

Section 1.01 Name: The name of this organization is Sun City Lincoln Hills Neighborhood Watch herein referred to as Neighborhood Watch.

**Article II
Mission**

Section 2 .01 Mission: The mission of Neighborhood Watch is to accomplish the following:

- (A) Strengthen neighborhood ties.
- (B) Increase personal safety and security awareness for the residents.
- (C) Be the eyes and ears of the Lincoln Police Department.
- (D) Encourage emergency preparedness

**Article III
Membership**

Section 3.01 Membership: Any Lincoln Hills resident in good standing may become a member of Neighborhood Watch by agreeing to participate in a Neighborhood Watch Team.

Section 3.02 Voting Members: The voting members are those who are serving as Board of Directors, Village Coordinators and Village Co-Coordiators.

**Article IV
Directors**

Section 4.01 Board of Directors: The Board of Directors shall direct the various Neighborhood Watch activities. The Board of Directors shall consist of no more than fourteen (14) Directors including the Executive Director, the Assistant Executive Director, Secretary, and Treasurer.

Section 4.02 Duties of Directors:

(A) The Directors shall attend Neighborhood Watch Board meetings, general membership meetings, and special meetings.

(B) The Directors shall provide guidance and assistance to their respective Village Coordinators and Village Co-Coordinators as assigned.

(See Neighborhood Watch Policies and Procedures Handbook for additional responsibilities.)

Section 4.03 Removal of Board Member: The Board of Directors may vote to remove from Board membership any Board member having three (3) or more unexcused absences from Board meetings in any one (1) calendar year or not fulfilling their responsibilities as a Director.

Section 4.04 Neighborhood Watch Advisory Group: The Neighborhood Watch Advisory Group shall offer advice and support to Neighborhood Watch in the areas of personal safety and security and emergency preparedness for the residents. The Advisory Group shall consist of representatives from various Lincoln Hills service groups and the City of Lincoln.

**Article V
Officers**

Section 5.01 Officers: The officers of Neighborhood Watch shall consist of the Executive Director, Assistant Executive Director, Secretary and Treasurer.

Section 5.02 Duties of Officers:

(A) Executive Director:

1. The Executive Director shall manage the daily operations of Neighborhood Watch.

2. The Executive Director, or the Executive Director's designee, shall be the authorized spokesperson for Neighborhood Watch.

3. If a vacancy occurs during the year, the Executive Director shall recommend candidates for Directors of Neighborhood Watch subject to approval by the Neighborhood Watch Board. These interim appointments shall be subject to approval at the Annual meeting. *(See Neighborhood Watch Policies and Procedures Handbook for additional responsibilities.)*

(B) Assistant Executive Director:

1. The Assistant Executive Director shall act in the capacity of the Executive Director in his/her absence.

(See Neighborhood Watch Policies and Procedures Handbook for additional responsibilities.)

(C) Secretary:

1. The Secretary shall keep records, issue notices of all meetings and maintain minutes thereof; and, shall maintain a complete list of the Neighborhood Watch membership.

2. The use of the Neighborhood Watch membership list shall be restricted to Neighborhood Watch business only.

3. The Secretary shall provide Sun City Lincoln Hills Activities Department with a written list of at least three (3) Neighborhood Watch contacts with phone numbers and E-mail addresses.

4. The Secretary shall be responsible for submitting the minutes of the annual election meeting to Sun City Lincoln Hills Activities Director within thirty (30) days of the meeting.

5. The Secretary shall be responsible for submitting monthly attendance reports to the Sun City Lincoln Hills Activities Department.

(See Neighborhood Watch Policies and Procedures Handbook for additional responsibilities.)

(D) Treasurer:

1. The Treasurer shall be responsible for keeping accurate records of monies received and expended.

2. The Treasurer shall make a financial report at each Neighborhood Watch Board meeting.

3. The Treasurer shall be responsible for submitting appropriate documentation to the Sun City Lincoln Hills Association twice a year as of June 30th and December 31st as required.

4. The Treasurer shall make an annual report to those groups funding Neighborhood Watch.

(See Neighborhood Watch Policies and Procedures Handbook for additional responsibilities.)

**Article VI
Nominations and Elections**

Section 6.01 Election of Directors:

(A) The election of Directors shall be by a majority of the quorum present at the November Annual Membership Meeting (see Section 7.04A). The Executive Director shall appoint the Chair of the Nominations Committee from among the Board of Directors. The Nominating Committee Chair shall appoint four (4) Village Coordinators and/or Village Co-Coordinators from among a list of volunteers to become members of the Nominations Committee. Nominations shall be submitted by the Nominations Committee. Any member wishing to be nominated shall advise the Nominations Committee of their willingness to serve. In addition nominations may be made from the floor. New members shall be recruited from Village Coordinators or Village Co-Coordinators, if possible. If a vacancy in a Director position occurs between Annual meetings, a new Director shall be appointed by the Executive Director and confirmed by a majority vote of the current members of the Board. Such a vote shall be taken at a regular or special meeting of the Board.

(B) **Terms of Board Members:** The terms of Board members shall be for two years with the ability to stand for election to a second two year term. The election shall be in compliance with the CCOC guidelines. The minutes of the elections meeting shall be submitted to the Lincoln Hills Association Office.

Section 6.02 Election of Officers: The election of officers to be held after the Annual meeting. The officers will be elected from among the Directors by the Directors.

Section 6.03 Vacant Executive Director Position:

(A). If as a result of resignation or for any other reason the position of Executive Director is vacated, the duties shall be shared by a Steering Committee composed of three (3) to five (5) members of the Board of Directors.

(B) After at least one candidate indicates an interest in the Executive Director position, the Executive Director position shall be selected by the Board of Directors and presented to the Neighborhood Watch membership for approval.

(C) Nominees for Executive Director shall be selected from qualified Board members, Village Coordinators and/or Village Co-Coordinators. If no Board member, Village Coordinator or Village Co-Coordinator wishes to run for the Executive Director position, another individual may be considered.

Section 6.04 Vacant Officer Position: Should an officer resign, a replacement to complete the term of the vacated position may be elected at any time by the Board and shall take office immediately upon notification of appointment. The new Officer shall complete the term of the resigned officer.

Article VII Meetings

Section 7.01 General Membership Meetings:

(A) Neighborhood Watch scheduled meetings shall be held at least twice a year plus an annual meeting in November. Meetings are open to all residents. The location of the meetings shall be announced in the Compass, the Neighborhood Watch Communication Board and the Neighborhood Watch Web site.

(B) November Annual meetings shall include election of Directors to fill vacant positions. The election shall be in compliance with CCOC guidelines.

(C) Annual Meetings shall be attended by Board of Directors, Village Coordinators, and Village Co-Coordinators and, if space allows, all Lincoln Hills residents shall be invited.

Section 7.02 Board Meetings: Board meetings shall be held once a month, unless otherwise re-scheduled by the Executive Director. All items under consideration at Board meetings shall be by majority of those members of the Board present and voting.

Section 7.03 Special Meetings: Special meetings shall be called by the Executive Director or by a minimum of five (5) Board Members. All items under consideration at special meetings shall be by majority of those members of the Board present and voting.

Section 7.04 Quorum:

(A) **Annual Membership Meetings:** The quorum for annual membership meetings and any special meetings of the membership shall be 30% of the total number of Village Coordinators, Village Co-Coordinators and Board members as of the date of the meeting; i.e., the voting members. A majority of those voting members present are required for passage of a motion.

(B) **Board of Directors Meetings:** A quorum for meetings of the Board of Directors shall be a majority of the Directors then in office.

Article VIII
Bylaws and Amendments

Section 8.01 Bylaws and Amendments: The Bylaws shall be amended by a quorum at a general or annual meeting. A majority of the quorum present is required for passage. Amendments if approved shall become effective thirty (30) days after posting to the Neighborhood Watch Website and Neighborhood Watch Communications Board.

Article IX
Membership and E-mail Lists

Section 9.01 Membership Lists: Neighborhood Watch membership lists shall be considered private and available only to members of Neighborhood Watch. Membership lists which may include telephone numbers and addresses cannot be used by any individual for commercial or political purposes or to promote personal causes not related to Neighborhood Watch business.

Section 9.02 E-mail Lists: Neighborhood Watch E-mail lists and addresses shall be considered private and available only to Officers of Neighborhood Watch. All Neighborhood Watch E-mail addresses should be sent using BCC (blind carbon copy) to help protect the identity of its members. All members shall abide by Sun City Lincoln Hills Association (CCOC) rules and regulations for use of private E-mail addresses.