

West Wetumpka Neighborhood Watch Bylaws

Adopted June 2007

Article I: Organization

- A. The name of the organization shall be West Wetumpka Neighborhood Watch (WWNW).
- B. The organization shall have an official logo that shall have the term "West Wetumpka Neighborhood Watch" in black super imposed on the letters "WWNW" in yellow, which are outlined in black.



- C. The organization may change its name by a vote of the membership body.

Article II: Foundation & Purpose

The West Wetumpka Neighborhood Watch (WWNW) was formed in September 2006. The purposes of this volunteer organization are to enhance community value through assisting the neighborhood in achieving the following objectives:

- A. Reduce burglaries and other crimes through such programs such as a neighborhood watch, community policing or other initiatives.
- B. Foster a neighborhood identity and sense of community.
- C. Promote an understanding among property owners, residents, government and business interests.
- D. Preserve and enhance the historic and residential quality of the neighborhood, as well as pursue neighborhood improvement and beautification projects.
- E. The WWNW will be organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501 (c) (3) of the Internal Revenue Code, in the near future.

Article III: Boundaries

The boundaries of the West Wetumpka Neighborhood Watch shall be as follows:

- A. **Western Border:** Alabama State Route #14
- B. **Northern Border:** Alabama State Route #14
- C. **Eastern Border:** The Coosa River
- D. **Southern Border:** South Boundary Street

Article IV: Membership

- A. Any resident of West Wetumpka (see Article III above) is eligible for membership.
- B. Members must agree to conform to all by-laws.
- C. There are no formal membership dues. All contributions to the WWNW are strictly voluntary and unsolicited.

Article V: Organizational Structure

Article V, Part A: Overview

- 1. The structure of the WWNW will consist of:
 - a. Four Officers consisting of the Offices of President, Vice-President, Secretary and Treasurer;
 - b. Committee Chairpersons;
 - c. Block Captains and Co-Block Captains; and
 - d. the General Membership.
 - e. Officers of the organization shall be residents of the West Wetumpka neighborhood (see Article II above). The term of the four Officers is to be of one (1) year duration, with no restriction as to number of terms allowed.
- 2. The four Officers, Committee Chairpersons, Block Captains and Co- Block Captains constitute the WWNW Board of Directors (sometimes referred to as the "Board").
- 3. Issues that require a vote at a scheduled Board Meeting must have, *as a minimum*, the President and/or Vice-President and two Board Members present for the vote's results to be valid.

Article V, Part B: Officers

- 1. All Officers have one (1) vote at Board Meetings. If an Officer serves in a multiple capacity (i.e.: also serves as a Block Captain or Committee Chairperson), they still have only one (1) vote at Board Meetings.
- 2. The Secretary shall annotate all meetings of the Board.
- 3. The Officers will provide fair and open elections following the Bylaws guidelines set forth in *Bylaws Article VI: Elections*.

V.B.1. Responsibilities of the President.

- a. The President shall preside at all Board Meetings and General Membership Meetings.
- b. The President, or his or her designee, shall represent the WWNW in all matters of general interest to its members.
- c. The President shall supervise the general activities of the organization.
- d. The President shall designate any ad-hoc committees as appropriate.
- e. The President shall make interim appointments to fill any vacancies that develop during the year, subject to the approval of the Board of Directors.

- f. The President shall prepare the agenda for meetings.
- g. The President shall be the primary spokesperson for the WWNW unless otherwise designated.
- h. The President shall disburse funds in the absence of the Treasurer.

V.B.2. Responsibilities of the Vice-President.

- a. The Vice-President shall perform all duties of the President in the absence of that officer.
- b. The Vice-President shall perform other duties as assigned by the President.
- c. The Vice-President should ensure that if he or she and the President are unable to attend an event or meeting, that appropriate representatives are temporarily appointed.
- d. The Vice-President should be present at all WWNW events, community projects and meetings.
- e. The Vice-President shall work closely with Committee Chairpersons to ensure committees and events function properly.
- f. The Vice-President will maintain an accurate record of all property of the WWNW and its locations and will make the inventory available as needed.
- g. The Vice-President will keep an accurate calendar list of events.
- h. The Vice-President shall supervise the election process each year, taking-in nominations and overseeing the election process with the Membership Committee.

V.B.3. Responsibilities of the Secretary.

- a. The Secretary shall record the minutes for all Board and General Membership meetings and shall submit a copy for approval before the next meetings.
- b. The Secretary will read the meeting minutes at each subsequent meeting.
- c. The Secretary shall keep a historical archive of the WWNW and provide it to others as necessary.
- d. The Secretary shall prepare correspondence for the WWNW as requested by the President.
- e. The Secretary shall maintain a list of all WWNW Members.
- f. The Secretary shall work with the Communications Committee and ensure that all WWNW communications are in accord and present a unified and effective voice to the public.
- g. The Secretary shall perform other duties as requested by the President.

V.B.4. Responsibilities of the Treasurer.

- a. The Treasurer shall maintain a record of all WWNW funds and make a financial report at each meeting.
- b. The Treasurer shall be responsible for the deposit and disbursement of all WWNW funds.
- c. The Treasurer heads the Financial Committee.

- d. The Treasurer shall maintain a bank account at a financial institution approved by the Officers. The account shall be placed in the name of the West Wetumpka Neighborhood Watch and either the Treasurer or President will sign checks.

Article V, Part C: Committees

1. The WWNW shall have designated standing and ad-hoc committees in order to conduct detailed business in an orderly fashion.
2. The President, with the approval of the Board of Directors, shall appoint all Committee Chairpersons. All Committee Chairpersons should attend all Board and Member meetings.
3. The term of the Committee Chairpersons is to be of one (1) year duration, with no restriction as to number of terms allowed.
4. All Committee Chairpersons have one (1) vote at Board Meetings. If a Committee Chairperson serves in a multiple capacity (i.e.: also serves as a Block Captain or Officer), they still have only one (1) vote at Board Meetings.
5. Each Committee Chairperson will have power to conduct committee business and appoint committee members.
6. Each Committee will report to the Board of Directors as necessary.
7. When conducting activities, all committees will follow the budgetary guidelines established by the Board.
8. Items purchased by and considered to belong to the WWNW will be reported to the Vice-President to be included in the WWNW Inventory, including excess party goods and supplies.
9. Standing committees are (when needed or when possible):
 - a. **Beautification/Renovation Committee:** Identify then monitor the city's progress in renovating or removing abandoned or un-safe dwellings. They also assist organizing our neighborhood clean-up projects.
 - b. **City Services Committee:** Identifies and ensures the city provides services to maintain the integrity of the neighborhood, such as street repair, tree trimming, trash collecting, signage, street sweepers, sewer system, park maintenance and graffiti removal. Also works closely with the city's Code Enforcement Officer.
 - c. **Communications Committee:** Coordinates and disseminates press releases and publications as approved, publishes a periodic newsletter for members and maintains the WWNW's communications network. The Newsletter Editor, Webmaster and Secretary shall all be members of this committee.
 - d. **Events Committee:** Responsible for arranging the presence of the WWNW at the city's various events such as Riverfest, Christmas on the Coosa and whatever else comes along. They coordinate any food/refreshments needed at events or meetings and ensure that our meetings are advertised and that we have appropriate flyers available to spread the news about the WWNW.
 - e. **Financial Committee:** Oversees the budget. It also investigates different fund raising ideas such as selling t-shirts, car decals, window decals and much more. The Treasurer heads this committee.
 - f. **Membership Committee:** Certifies membership, maintains a directory of current members, controls meeting sign-in sheets and name tags, organizes membership drives, events and mailings for the purpose of increasing the membership of the

WWNW. It also welcomes new neighbors to our community and ensures they receive information on our meetings and on how to contact us.

- g. **Neighborhood Watch Committee:** Organizes our neighbors to work together with our local police to help deter crime. Ensures that articles appear in the newsletter periodically to suggest safety and crime-prevention steps and promote awareness of Neighborhood Watch issues. All Block Captains and Co-Block Captains are part of this committee.

8. Ad-hoc Committees will be appointed as the need develops.

Section V, Part D: Block Captains and Co-Block Captains

Block Captains and Co-Block Captains are the basic building blocks of our organization and give a friendly face and nearby contact for the WWNW to all of its residents.

1. The Board of Directors recruits and nominates Block Captains and Co-Block Captains.
2. Block Captains and Co-Block Captains have one (1) vote at Board Meetings. If a Block Captains and Co-Block Captains serve in a multiple capacity (i.e.: also serves as a Committee Chairperson or Officer), they still have only one (1) vote at Board Meetings.
3. Block Captains and Co-Block Captains attend all Board and Member meetings.
4. Block Captains and Co-Block Captains will organize and act as a local "sounding board" for the issues and concerns of their neighbors and shall report these as appropriate to the WWNW.
5. Block Captains and Co-Block Captains deliver the WWNW newsletters.

Section VI: Elections

Section VI, Part A: Officer Elections

1. The Members of the WWNW shall elect officers for a one (1) year term.
2. Officers may be elected for consecutive terms.
3. Officer vacancies occurring during the year between elections shall be filled by appointment by the Board of Directors until the following election.
4. All Officers shall take office at the first Board Meeting following the election.
5. Persons that are currently serving as an Officer may run for a different office at the end of the year.
6. Officers may also be elected as Committee Chairpersons and/or Block Captains.

Section VI, Part B: Procedures for Elections

VI.C.1. Nominations

- a. The Board, by newsletter and meeting announcement, shall send out a call for nominations for the Officers and Chairpersons 60 days prior to an election and shall publish the nominations received no later than 30 days prior to an election.
- b. The Vice-President shall receive the nominations for Officers and Chairpersons between 60 and 30 days prior to an election.

- c. The Vice-President shall contact and verify each nominee.
- d. Persons holding positions and wishing to retain them or be a nominee for another position must notify the Vice-President during the nominations period.
- e. Qualifications for nominees are that the person must be a member of the WWNW in good standing.

VI.C.2. Voting Procedures

- a. Voting must be done in person at the September General Member Meeting.
- b. Minimum age to vote shall be 18 years old and persons must be in good standing with the law.
- c. Each WWNW member present at the meeting will vote by single ballot.
- d. In the event of a tie, the Board of Directors will decide the election by a two-thirds vote.

VI.C.3. Removal From Office

- a. An Officer, Committee Member, Block Captain, Co-Block Captain, coordinator or other official of the WWNW may be removed from office by a two-thirds majority vote of the Board of Directors. Reasons for removal from office include but are not limited to:
- b. Gross negligence; criminal misconduct; participation in activities which reflect unfavorably upon or result in discredit to the WWNW; behavior considered disruptive to the orderly conduct of the WWNW; death or incapacitation to the degree that he/she is incapable of performing the official functions required of the position or office held; failure to attend required meetings, training or other activities related or essential to the proper conduct of that person's office or position; willful violation of the WWNW By-laws.
- c. Should the Board contemplate action under the provisions of this Article, a formal letter will be forwarded to the individual concerned, via registered mail, informing him/her of the action contemplated and the scheduled date, time and location of the meeting when the vote for removal shall take place.
- d. Should the individual concerned have reason to present mitigating circumstances or elect to appeal the matter, he/she shall inform the President of such in writing no less than five (5) working days prior to the scheduled meeting.
- e. Upon completion of the Board's action and vote for removal from office, the Secretary will prepare a letter to the individual concerned, informing him/her of the action taken with regard to their removal or non-removal from office.
- f. Resignation from the Board must be in writing and received by the Secretary or other Officer.

Section VII: Meetings

- A. General Member Meetings shall be held on the second Tuesday of each month; starting at 7 PM. General Member Meetings can be called at other times when deemed necessary.
- B. Board Meetings shall be held on the first Tuesday of each month; starting at 7 PM. Board Meetings can be called at other times deemed necessary.

Section VIII: Amendments to the Bylaws

- A. These Bylaws may be adopted by an affirmative vote of the majority of the WWNW Board of Directors.
- B. Any proposed amendment shall be submitted in writing to the WWNW Officers.

Section IX: Communication Vehicles

- A. All WWNW communications vehicles shall be non-political and non-partisan in nature.
- B. We will not endorse any candidates for political office.
- C. Privacy Statement: The information contained within the Directory and Membership Database is to be kept strictly confidential and used only for WWNW purposes. No use or distribution of the database or Directory outside of the organization will be tolerated. Members who do not wish to have personal information printed in the Neighborhood Directory will be given the option to choose not to have their information printed and this wish will be strictly observed.