

# DANWA



# BYLAWS

# 2000

# **BYLAWS**

## **DEL AIRE NEIGHBORHOOD WATCH ASSOCIATION**

### **---- Article 1: Name and Boundaries ----**

- Section 1: The name of the association shall be the "Del Aire Neighborhood Watch Association," herein after referred to as the Association (DANWA).
- Section 2: The Association shall serve the residential neighborhood and area businesses from SE 29<sup>th</sup> to SE 44<sup>th</sup> and Sunnyside to Sooner. Excluding any and all apartment complexes and trailer parks, including residents thereof.
- Section 3: The neighborhood shall be divided into four (4) districts:
- District 1: SE 29<sup>th</sup> Street, south to Del Aire Drive, and from Sooner Road, west to Vickie Drive.
  - District 2: SE 29<sup>th</sup> Street, south to SE 37<sup>th</sup> Street, and from Vickie Drive, west to Sunnyside Road.
  - District 3: SE 37<sup>th</sup> Street, south to SE 44<sup>th</sup> Street, and from Vickie Drive, west to Sunnyside Road.
  - District 4: Del Aire Drive, south to SE 44<sup>th</sup> Street, and from Sooner Road, west to Vickie Drive.

### **---- Article 2: Objectives ----**

- Section 1: The Association is organized exclusively as a charitable education, non-profit organization within the meaning of Section 501(c)(3) of the Internal Revenue Code. The primary purpose of this organization will be the educating of members in the prevention of residential crime, improving neighborhood and community relationships, and improving and beautifying the neighborhood.
- Section 2: No part of the net earnings of the Association shall inure to the benefit of, or be distributed to, its members, trustees, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth.
- Section 3: The Association shall implement a watch patrol for patrolling the area as defined in Article 1, Section 2 to aid in the prevention of crime. The patrol shall be on a voluntary basis only and shall be made up of residing members only.
- Section 4: The Association **shall** not endorse in any way the carrying of concealed weapons by the patrolling members.

- Section 5: The watch patrol shall use the handbook adopted by the Association by a majority vote **of the members at the general meeting.**
- Section 6: The Association shall be promoted through neighborhood meetings directed toward residents of the area outlined in Article 1, Section II, and shall be governed and qualified by the basic policies set forth in Article II, Section V.
- Section 7: The Association shall be non-commercial, non-sectarian and non-partisan. The name of the Association or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of objectives of the Association.

### ---- Article 3: Finances and Records ----

- Section 1: All checks, drafts and other orders **for indebtedness**, issued in the name of the Association, shall be signed by the Treasurer **or** the Assistant Treasurer, **and one other authorized officer.**
- Section 2: All funds of the Association shall be deposited to the credit of the Association in such federally insured institutions as the Executive Board may elect.
- Section 3: The Executive Board may accept on behalf of the Association any contribution, gift or request for the general purpose or for any special purpose of the Association.
- Section 4: Any treasury disbursement over one hundred dollars (\$100.00) has to be voted on by the members. Other than day-to-day operating supplies and services, expenditures under one hundred dollars (\$100.00) shall be approved by the Executive Board.
- Section 5: Any proposed contributions of Association property or **funds** to any group or individual(s) shall be approved by **a majority vote of the members at the general meeting.**
- Section 6: The permanent records, in whole or in part, shall be maintained by the officer or officers appointed by the Executive Board. Permanent records shall consist of:
- a) Association property master inventory files.
  - b) Current and past records of the Treasurer and the Auditing Committee findings.
  - c) Tax ID number and all tax records/receipts received during the term of the Association.
  - d) All Association master manuals/handbooks.
  - e) Procedures to turn over records to new officers.
  - f) Any awards, certificates of appreciation, etc., received by the Association.
  - g) The Association scrapbook.

#### ---- Article 4: Membership ----

- Section 1: Membership dues in the Association shall be twelve dollars (\$12.00) per household per year. Dues shall be payable on or before March 1<sup>st</sup>. Dues for members joining after the beginning of the fiscal year shall be on a prorated basis. Membership in this **Association** shall be available without regard to race, color, creed, **religion** or national origin.
- Section 2: Term for membership in the Association shall be from March 1<sup>st</sup> to **the end of February**.
- Section 3: Persons eighteen (18) years old and older of households in good standing with the Association and present at the **general** meeting shall be eligible to vote on all Association business.

#### ---- Article 5: Meetings ----

- Section 1: **The time, date and location of the general meeting** will be announced at the end of each current meeting. Changes in the meeting place, date or time shall be announced in the newsletter.
- Section 2: The annual **general** meeting shall be held in January. Newly elected officers shall begin their term **during** this meeting **after all old business has been addressed**. This meeting shall also address any other business, as necessary.
- Section 3: The Office of the Treasurer **shall** carry over to the annual **general** meeting **in January** to give the final **Treasurer'**  
s report. Once **this** report has been read and any inquiries properly addressed, the newly elected Treasurer shall be seated.
- Section 4: Special meetings may be called by the President, a majority vote of the Executive Board, or by a petition signed by twelve (12) members. Notice and purpose of the meeting must be distributed to members no later than five (5) days prior to the meeting. Only the announced purpose of the meeting shall be discussed during **the special** meeting.
- Section 5: Twelve (12) members of the Association shall constitute a quorum at Association meetings.
- Section 6: Meeting locations for all meetings shall be determined by the Executive Board.

#### ---- Article 6: Officers ----

- Section 1: The elected officers of this Association shall consist of President, Vice President, Secretary, Treasurer, Assistant Treasurer and Patrol Captain. Officers are elected on a calendar year basis, taking office at the January **general** meeting.
- Section 2: The election of officers shall be **held** during the end of the year general meeting in December. Officers shall be elected by **ballot by a majority vote of the members at**

**the general meeting.** In the event **that only one individual is** nominated for any office, election may be by a yes/no verbal vote. Newly elected officers shall assume their official duties **during** the January **general** meeting.

- Section 3: Only members in good standing with the Association shall be eligible to hold any office in the Association. **All newly elected officers shall undergo an updated background check by the Del City Police Department immediately following the election and prior to taking office. Should any newly elected officer fail the background check, his or her appointment shall be void and a new election must be held for that particular office.**
- Section 4: A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the members **at the general** meeting, **with** notice of such election having been given at **a preceding** meeting.
- Section 5: Any officer whose actions are not in the best interest of the Association may be removed **from office** by two-thirds (2/3) vote of the members at **the general** meeting, effective immediately.
- Section 6: No substantial part of the activities of the **Association** or its officers shall be the carrying on of propaganda or otherwise attempt to influence legislation, and the **Association** or its officers shall not participate in or intervene in (including, but not limited to, the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Section 7: Notwithstanding any other provisions of these Articles, the **Association** or its officers acting in their official capacities shall not carry on any other activities not permitted to be carried on by (a) an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code or corresponding section of any federal tax code.
- Section 8: **No elected officer may serve on any committee, except in an ex-officio capacity.**

#### **---- Article 7: Duties of Officers ----**

- Section 1: *President:* The President shall preside at **all general** meetings of the Association and shall be **an** ex-officio member of all committees, excluding the **Nominating and Auditing Committees.**
- Section 2: *Vice President:* The Vice President shall assist the President in performing the duties of **that** office and shall execute the duties of the President in his/her absence.
- Section 3: *Secretary:* The Secretary shall keep accurate records and properly maintain any and all transactions between the Association and its members, **to include preparation of the membership list.**
- Section 4: *Treasurer:* The Treasurer shall **be responsible for** the funds of the Association **and shall** pay all claims against the Association, approved by the **members at the general**

**meeting. The Treasurer shall** keep accurate accounts so that the Association can be **apprised** of its financial condition at any time. A **written** Treasurer's Report shall be given at all **general** meetings.

Section 5: *Assistant Treasurer:* The Assistant Treasurer shall **have the authority to sign** all financial transactions and documents **in the absence of the Treasurer.** The Assistant Treasurer shall also assist the Treasurer in performing the duties of **that** office and shall execute the duties of the Treasurer in his/her absence.

Section 6: *Patrol Captain:* **The nominee for Patrol Captain shall be taken from those active patrollers and/or base operators who are in good standing with the Association. The Patrol Captain shall:**

- a) **Be responsible for the neighborhood watch patrol.**
- b) **Oversee the training of all patrollers and base operators.**
- c) Be responsible for all patrol equipment, to **ensure** that it is in proper working order.
- d) Be required to maintain a current inventory list.
- e) **Work closely with the Del City Police and Fire Departments.**

The patrol captain shall present a report of the patrol's activities at all **general** meetings.

#### **---- Article 8: Executive Board ----**

Section 1: The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Assistant Treasurer and Patrol Captain.

Section 2: The Executive Board shall be responsible for business referred to it by the Association, **and** shall consider and approve presidential appointments of Standing Committees, with two-third (2/3) vote in the affirmative. **The Executive Board** shall also perform other such duties as specified by these bylaws.

Section 3: All proposed programs or projects requiring approval by the **members shall be** reviewed and considered by the Executive Board, and must be approved by two-thirds (2/3) vote of the **Executive Board** before **it can be** presented to the **members at the general meeting** for consideration.

Section 4: The **general** meetings of the Executive Board shall be held within two **weeks of the general meetings.** The time, date and **location** of the meetings shall be **determined by** the Executive Board. Special board meetings may be called by the President or by a majority vote of the Executive Board.

Section 5: **The Executive Board meeting following the December election shall include both the incoming and the outgoing officers.**

#### **---- Article 9: Standing Committee ----**

- Section 1: **There shall be** a Membership/Publicity Committee **comprised of no less than three (3) or more than five (5) members**, appointed by the President. It shall be the duties of this committee to study ways and means of enlisting new members to the Association. In the absence of the Membership/Publicity Committee, the Executive Board shall perform these duties.
- Section 2: **There shall be** an Auditing Committee **comprised of no less than three (3) or more than five (5) members who do not hold** any other elected position, appointed by the President. **It shall be the duties of this committee** to audit the accounts of the Treasurer and the sales and inventory records of the Fundraising Committee, when deemed necessary. An annual audit shall take place before the annual **general** meeting, at which time the committee shall **give a written report of their findings**.
- Section 3: **There shall be** a Bylaws Committee **comprised of no less than three (3) or more than five (5) members**, appointed **and** retained by the President. It shall be the duties of this committee to consider, edit, and/or correlate amendments to **the** bylaws and to submit such amendments with the proposer's name and the committee's recommendations to the Association, as provided in Article 12. **The chairperson of the Bylaws Committee shall be responsible for keeping a computer diskette of the bylaws, and a back-up copy shall be given to the Secretary.**
- Section 4: There shall be a Nominating Committee, **comprised of no less than three (3) or more than five (5) members**, elected by the **members** at the **general** meeting. The Nominating Committee shall nominate at least one eligible member for each office and present their report at the **December general** meeting, at which time additional nominations may be made from the floor. Only those members who have **given** their consent to serve, if elected, shall be nominated for or elected to such office.

#### ---- Article 10: Control and Management of ---- Association Property and Equipment

- Section 1: The President, Treasurer **and Patrol Captain shall** inventory and prepare a list of all Association property on an annual basis. The inventory list **shall** be updated as changes occur. Both officers **shall** maintain a copy of the current and prior years' inventory in their permanent file.
- Section 2: **All past records shall be stored in a secured central location. Officers should only possess current records at any given time.**

#### ---- Article 11: Dissolution ----

- Section 1: In the event of dissolution of this Association, the assets of the Association shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code, or shall be distributed to the federal government or to any state or local government for a public purpose.
- Section 2: 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 organization is then located,

exclusively for such purposes or to such organization(s) as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 3: It shall be the responsibility of the current Executive Board to properly disperse of the Association's assets.

**---- Article 12: Amendment(s) of the Bylaws ----**

Section 1: These bylaws may be amended at a **general** meeting of the Association by two-thirds (2/3) vote **in the affirmative**, provided the Bylaws Committee has submitted a written report of such proposed amendment(s) to the Association at a preceding **general** meeting.

Section 2: Amendments to the bylaws shall be highlighted by BOLD face type.

1<sup>st</sup> Reading: February 25, 1995  
1<sup>st</sup> Revision: February 1, 1996  
2<sup>nd</sup> Revision: May 8, 2000

**THESE BYLAWS WERE APPROVED AND ADOPTED ON:**

\_\_\_\_\_ OF \_\_\_\_\_, \_\_\_\_\_  
(Day) (Month) (Year)

**BYLAWS COMMITTEE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_