

# **By-Laws of The Fairfield Glade Neighborhood Watch Coalition (FGNWC)**

## **Article I Members**

Section 1. Membership. Any person living within Fairfield Glade (FG) and participating in a recognized Neighborhood Watch Group is a member of the Coalition.

Section 2. Voting Rights. One Coordinator or his/her designee of each recognized FG Neighborhood Watch Group shall be a voting member of the Coalition, representing his/her Neighborhood Watch Group, and shall be eligible to vote on matters properly brought before the Coalition for consideration. When there are co-coordinators, only one coordinator will be able to vote in Coalition matters. Active groups consist of a coordinator who is participating in the FGNWC program and is communicating to his/her members

## **Article II Meetings of Coordinators**

Section 1. Annual Meeting. An annual meeting of the coordinators shall be held each year for the transaction of such business as may be required.

Section 2. Special Meeting. Special meetings of the coordinators may be called either by the Chair of the Board of Directors, a majority of the Board of Directors or by not less than one quarter (¼) of the coordinators having voting rights, for the purpose or purposes stated in the call of the meeting.

Section 3. Place of Meeting. The Chair may designate any appropriate place as the place of meeting for any annual or special meeting.

Section 4. Notice of Meetings. Written notice stating the place, date and hour of any meeting of coordinators shall be delivered to each coordinator entitled to vote at such meeting within a reasonable time before the date of the meeting.

Section 5. Quorum. Twenty-five (25) percent of the voting membership of active groups shall constitute a quorum for any meeting of the Coalition.

Section 6. Voting. A majority vote of voting coordinators present or their designee shall determine the outcome of all agenda items at any meeting.

## **Article III**

### **Board of Directors**

Section 1. General Powers. The affairs of the Coalition shall be managed by or under the direction of its Board of Directors.

Section 2. Number, Position and Tenure. The number of Directors shall be seven with voting rights and include the Chair, Vice-Chair, Secretary, Membership Director, Projects Director, Law Enforcement Director and Director-at-Large. The Chair, Secretary, Projects Director and Director-at-Large shall renew their intent to serve every two years of odd-numbered years to take office the following January in the even-numbered year. The Vice-Chair, Membership Director and Law Enforcement Director shall renew their intent to serve every two years on even numbered years and take office the following January in the odd year. A call for nominations will be made three months before the Annual Meeting for the positions that are available. Elections will not take place if the positions are uncontested.

Section 3. Voting Rights. Each Director shall be eligible to vote at any meeting of the membership of the Coalition, except that any Director who is also a Coordinator of a recognized Neighborhood Watch Group shall vote only in his/her position as a Director and his/her designee shall vote on behalf of the affected Neighborhood Watch Group. All seven of the Directors shall be eligible to vote at meetings of the Board of Directors.

Section 4. Regular Meetings. The Board of Directors may provide for the holding of additional regular meetings of the Board.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the Chair or any two Directors.

Section 6. Notice. Notice of any meeting of the Board of Directors shall be delivered to each Director within a reasonable time before the date of the meeting.

Section 7. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 8. Vacancies. Any vacancy occurring on the Board of Directors shall be appointed as an acting Director at the next Board Meeting by the Chair and ratified by a majority vote of the Board of Directors. A Director selected to fill a vacancy shall serve for the unexpired term of his or her predecessor until he/she is elected at the next annual meeting.

## **Article IV**

### **Directors**

Section 1. Directors. The Directors of the Coalition shall be the Chair, Vice Chair, Secretary, Membership Director, Projects Director, Law Enforcement Director and one Director-at-Large.

Section 2. Election and Term of Office. Elections shall take place for any open, acting position or contested position at an annual meeting. Directors will be able to renew their commitment to the position they hold every two years on even or odd-numbered years as explained in Article III, Section 2 of these By-Laws. If a Director does not renew his/her position but finishes his/her term, the position will be announced for nominations prior to the annual meeting and voted on by the members entitled to vote at an annual election. If a Director suddenly resigns or cannot finish out his/her two-year term, the Chair or designee will appoint a FGNWC resident to an “acting” position and approved by a majority of the Directors. Elections for that position will be held at the next annual meeting.

Section 3. Chair. The Chair shall be the Chief Executive Officer of the Coalition. He/she shall assume general charge of the day-to-day operation of the Coalition and shall have the authority to authorize specific actions in promoting the policies of the Board of Directors and the “4 Ps” (Crime **P**revention, **P**ersonal Planning, **P**reparedness and **P**artnering. He/she shall establish working relationships with the FG Governing Board, other FG organizations, local Governments and Community agencies. He/she shall prepare agendas for meetings and preside at all meetings of the Coalition and Board of Directors. He/She shall appoint a Director to manage the funds of FGNWC.

Section 4. Vice Chair. The Vice Chair shall perform the duties of the Chair in the absence of the Chair. He/she shall coordinate with Committee Chairs and shall report to the Board in such regard. He/she shall attend Committee meetings as appropriate or upon request of Committee Chairs. He/she shall facilitate communication with and among FG Neighborhood Watch Groups and encourage active participation in the Neighborhood Watch Program. He/she shall assume other duties as defined herein or as assigned by the Chair.

Section 5. Secretary. The Secretary shall take minutes of all meetings and shall keep a permanent, accurate record of the business of the Coalition and Board of Directors including the Charter, By-laws, FGNWC brochure and minutes of all meetings in hard copy and on the computer. He/she shall receive and handle correspondence addressed to the Coalition. He/she shall assume other duties as defined herein or as assigned by the Chair.

Section 6. Membership Director. The Membership Director shall maintain contact information of the membership of the Coalition and shall maintain a list of recognized FG Neighborhood Watch Groups. He/she shall have authority to provide formal recognition to FG Neighborhood Watch Groups and the boundaries of each Group within the FG community. He/She will maintain a “master map” of the Neighborhood Watch Groups and assist prospective and new groups in their formation. He/She shall report membership status and report changes to the Board. He/she shall assume other duties as defined herein or as assigned by the Chair.

Section 7. Projects Director. The Projects Director shall promote, encourage and participate in appropriate projects promoting community awareness of FGNWC. In conjunction with other officers, he/she shall promote and encourage formation of FG Neighborhood Watch Groups, shall assist the membership in accessing relevant programs with partnering organizations in the Glade, and shall be a conduit for information regarding a safe community environment, preparedness, partnering, prevention and personal safety. He/she shall assume other duties as defined herein or as assigned by the Chair.

Section 8. Law Enforcement Director. The Law Enforcement Director shall provide information, advice and counsel on law enforcement matters within Fairfield Glade. He/she shall maintain close communication with local law enforcement leadership and participate in the FG CarFit and Neighborhood Emergency Response Team programs. He/she shall assume other duties as defined herein or as assigned by the Chair.

Section 9. Director-at-Large. The Director-at-Large shall assist the other Directors as needed. He/she may use the position to learn the duties of the other Directors in order to move into a vacant position as it becomes available. He/she shall assume other duties as defined herein or as assigned by the Chair.

## **Article V**

### **Committees**

The Chair shall have the authority to appoint individuals to Committees as deemed necessary to carry out the purposes of these By-Laws and the Charter of the Coalition, which is attached hereto. Committees shall provide assistance and advice to the Chair and the Board of Directors in the management of the Coalition.

## **Article VI**

### **Amendments**

These By-Laws may be amended by a majority of the voting membership of the Coalition at a properly called meeting.

## **Article VII**

### **Conflict Between Documents**

In the event of a conflict between these By-Laws and the Charter, the Charter shall control.

Revised and Adopted: October 13, 2021

Revised and Adopted October 11, 2023