

BY- LAWS OF THE NEIGHBOR TO NEIGHBOR COMMUNITY WATCH

12/4/05

Article I – Name and Object

Section 1. The name of this organization shall be Neighbor to Neighbor Community Watch.

Section 2. The purpose of this organization shall be the promotion and preservation of our community through community based educational, and safety programming.

Article II- Membership

Section 1. Membership shall be open to all residents and business owners

Section 2. There will be no fee for membership.

Article III- Meetings of the Association

Section 1. The Neighbor to Neighbor Community Watch shall meet the first Wednesday of each month.

Section 2. The meetings will begin at 7:00 P.M. each Month.

Section 3. Special Meetings of the Neighbor to Neighbor Community Watch may be call by the chairperson or at the request of any member.

Article IV- Officers

Section 1. The officers shall include a Chairperson, Treasurer, and Secretary.

Article V- Duties of Officers

Section 1. The Chairperson, and in the Chairperson's absence, the Treasurer, shall preside at all the meetings of the association. The chairperson shall perform all the duties incident to the office and advise such

action as may be deemed likely to further the interest and purposes of the Neighbor to Neighbor Community Watch.

Section 2. The Treasurer shall receive from the Neighbor to Neighbor Community Watch any funds that may at any time belong to the Neighbor to Neighbor Community Watch, or may receive direct, and such funds from any person or organization in which event the Treasurer shall give the record of such together with the necessary details to the chairperson and membership as will enable the Treasurer to keep sufficient and accurate records. A majority of officers shall sign checks for expenditures when supported by properly signed vouchers or when especially authorized to do so by the membership.

Section 3. The Secretary shall handle any correspondence necessary to the Neighbor to Neighbor Community Watch as agreed to by a majority of the officers.

Article VI Committees

Section 1. All committees shall be especially appointed, handle specific tasks, and shall be known as special committees. They shall be named by the chairperson and consist of as many members as deemed necessary.

Section 2. No officer or task force member shall have the authority to make agreements, contracts, or other obligations involving the payment of money or the credit of the Neighbor to Neighbor Community Watch without first securing a definite appropriation from the membership from funds otherwise unappropriated, already on hand or full subscribed.

Section 3. There shall be an annual audit made of the Neighbor to Neighbor Community Watch financial records at the conclusion of each calendar year. The Chairperson, Treasurer and Secretary of the Neighbor to Neighbor Community Watch will conduct the audit.

Section 4. No officer or Neighbor to Neighbor Community Watch member shall have the authority to make agreements, contracts, or other obligation concerning projects, activities, or stance involving the Neighbor to Neighbor Community Watch without first securing approval from the membership.

Article VII Finances, Contracts and Agreements

Section 1. The Fiscal year of the Neighbor to Neighbor Community Watch will run from January 1 through December 31.

Section 2. No officer or task force member shall have the authority to make agreements, contracts, or other obligations involving the payment of money or the credit of the Crime Watch without first securing a definite appropriation from the membership from funds otherwise unappropriated, already on hand or fully subscribed.

Section 3. There shall be an annual audit made of the Community Watch financial records at the conclusion of each fiscal year. The Chairperson, Treasurer, and Secretary, and another member of the Neighbor to Neighbor Community Watch will conduct the audit.

Section 4. No officer or Neighbor to Neighbor Community Watch member shall have the authority to make agreements, contracts, or other obligations concerning projects, Activities, or stance involving the Community Watch without first securing approval from the membership.

Article VIII- Amendments

Section 1. These regulations may be amended by the majority vote of those present at any regular or special meeting of the Neighbor to Neighbor Community Watch provided notice of such proposed amendment shall be presented to each member in advance.

The Block Captain

Block captains should be designated for every 10- 15 houses and they should be directly involved with their immediate neighbors. The block captain's responsibilities may include.

- ◆ **Acting as liaison between block residents and the Coordinator;**
- ◆ **Establishing a "telephone chain" by compiling and distributing a current list of names, addresses and telephone numbers of block participants;**
- ◆ **Visiting and inviting new residents to join Neighborhood watch; notifying them of meetings and training sessions,;**
- ◆ **Establishing the "Operation Identification" program;..**
- ◆ **Contacting each neighbor as often as possible to discuss possible crime problems, needs for assistance, and suggestions for program improvement.**

The Neighborhood watch Coordinator

The Coordinators job is crucial to the success of your program. This may be just the right job for a retiree or other individual who has extra time at home. This person's responsibilities may include:

- ◆ **Expanding the program and maintaining a current list of participants and neighborhood residents, including names, addresses, home and work telephone numbers, and vehicle descriptions;**
- ◆ **Acting as liaison between WATCH members, law enforcement officers, civic groups, and block captains;**
- ◆ **Arranging neighborhood crime prevention training programs;**
- ◆ **Obtaining and distributing crime prevention materials, such as stickers and signs;**
- ◆ **Involving others to develop specific crime prevention projects;**
- ◆ **Encouraging participation in "Operation Identification," a nationwide program in which personal property is marked indelibly with a unique identifying number to permit positive identification if valuables are lost or stolen.**