

# **West Side Watch By-Laws**

## **Article I. Name**

The name of this organization is the “West Side Watch” (“WSW”)

## **Article II. Purpose**

Section 1. To create community awareness with regard to safety, crime prevention and protection of neighborhood residents and their property. To assist the police department in preventing crime, promoting public safety, and enhancing the quality of life in specific “Zones” on the West Side of Bangor, Maine.

Section 2. West Side Watch is a group of citizens concerned with the overall well-being of our community and organized to anticipate possible problems, disseminate safety information and tend to the needs of our immediate neighborhood in an attempt to preserve peace, harmony and good will throughout our area.

## **Article III. Zones**

Section 1. West Side Watch encompasses Zone 1: The area including Second Street, Sanford Street and Third Street from Union Street to Parker Streets; Warren Street from Second to Third Street; and Fourth Street from Warren to Cedar Street.

Section 2. Zones may be added as recommended to the Executive Committee and by a majority vote of the Active Members present at the meeting.

## **Article IV. Membership**

Section 1. Open to residents (homeowners, landlords, and tenants) and business owners in good standing of the West Side Watch area zones. Residents and business owners of the West Side Village area of Bangor and those living on neighboring streets to the West Side Village may be granted membership by a majority vote of the Active Members present at the next WSW meeting.

Section 2. All Members must attend the Annual Membership meeting held in the spring. If the Member is unable to attend the Annual Membership meeting due to a conflict, the Member may attend a subsequent regularly scheduled WSW meeting. If the member cannot meet the one WSW meeting per year requirement, said Member will be removed from the email list.

Section 3. All Members will be required to adhere to the West Side Watch Membership Code.

Section 4. No member may exploit its membership to West Side Watch for its own personal or professional advantage or benefit including for commercial or financial gain.

Section 5. Members will receive email updates of West Side Watch news and business.

## **Article V. Contact Lists (Email, etc)**

Section 1. All members shall use personal (non-work) email addresses for correspondence within West Side Watch.

Section 2. All Neighborhood Watch Email addresses/Contact lists shall be considered private and available only to the Executive Committee and shall not be published or shared with outside parties.

Section 3. If an outside party wishes to contact a member of the Executive Committee, the member will forward the outside party’s contact information to the Executive Committee member for the Executive Committee member to make the initial contact of the outside party.

Section 4. All Neighborhood Watch Email addresses shall be sent using BCC (Blind Courtesy Copy) when communicating with the general membership.

Section 5. Members who wish to share their email/contact information with other members may do so with mutual consent.

## **Article VI. Executive Committee**

- Section 1. The Executive Committee shall consist of the Officers and shall exercise the full power of the West Side Watch between meetings.
- Section 2. It shall be the duty of each member of the Executive Committee to attend all meetings.
- Section 3. The Executive Committee will be comprised of Officers: a President, Vice President, Secretary, and Treasurer, who are elected to serve two year terms.
- Section 4. Elections shall take place at the annual spring meeting and officers shall assume their duties immediately following the meeting.
- Section 5. To ensure continuity of executive function, the President and the Treasurer will be elected in even years while Vice-President and the Secretary will be elected in odd years.
- Section 6. Nominations for officer positions may be made by members at the Annual Spring meeting
- Section 7. Any vacancy occurring during the year may be filled by an acting appointee of the Executive Committee for the remainder of the term.
- Section 8. Any Executive Committee member who has three or more absences from general West Side Watch meetings in any one calendar year shall be removed from the Executive Committee.
- Section 9. Officers:
- A. President~It shall be the duty of the President to:
    - 1. Set the West Side Watch meeting dates, times, locations and agendas
    - 2. Preside over all meetings of the West Side Watch and Executive Committee
    - 3. Act as a representative of West Side Watch on paperwork for banking purposes as required by the banking institution and have the power to sign the checks of the organization when the Secretary and Treasurer positions are combined and filled by only one person.
    - 4. Serve as liaison to the Bangor Police Department; Coordinate information with the Community Relations Officer
    - 5. Maintain a list of Committee Chairs.
    - 5. Appoint members to fill any vacancies among officers or committees
    - 6. Distribute information to the webmaster as needed
    - 7. Transfer all files and records at the conclusion of the term to the incoming president
  - B. Vice President~ It shall be the duty of the Vice-President to:
    - 1. Perform the President's duties in the President's absence
    - 2. Assist the President as needed
  - C. Secretary~ It shall be the duty of the Secretary to:
    - 1. Send the agenda to each member including the CRO prior to the scheduled meeting
    - 2. Record and distribute minutes of the meetings to all members and CRO within two weeks of the meeting.
    - 3. Take attendance at West Side Watch meetings
    - 4. Maintain current membership lists.
    - 5. For banking purposes, act as a representative of West Side Watch on paperwork as required by the banking institution and along with the Treasurer must sign the checks of the organization. (See Article VI Section 9-D-5).
    - 6. Transfer all files at the end of the term to the incoming Secretary.
  - D. Treasurer~ It shall be the duty of the Treasurer to:
    - 1. Maintain a bank account for West Side Watch
    - 2. Receive and hold funds for West Side Watch and use according to the direction of the West Side Watch
    - 3. Keep an accurate record of all the receipts and expenditures
    - 4. Submit a financial report at each meeting of the West Side Watch.
    - 5. After a Reimbursement Request has been approved by the President, the Treasurer and Secretary shall issue and sign all checks for West Side Watch.
    - 6. Transfer all files at the end of the term to the incoming Treasurer.

- E. The Secretary and Treasurer positions may be combined and filled by one person. In this case the bank account shall be maintained by the Secretary/Treasurer and the President. For accountability purposes, all checks for West Side Watch shall always be co-signed by two executive members.

## **Article VII. Meetings**

### Section 1. General meetings:

- A. West Side Watch shall meet no less than six (6) times per year.
- B. The date, time, and location for all meetings will be determined by the President.
- C. Reports from any and all committees will be given either orally at the meeting or submitted in writing via email to the Secretary no less than one day prior to the meeting.
- D. The Community Relations Officer will be invited to all West Side Watch meetings and any committee meetings where police involvement is expected (like NNO).

### Section 2. Meetings for “Special purposes” will be scheduled by the Executive Committee or majority vote of the membership as needed.

### Section 3. Annual Membership Meeting:

- A. West Side Watch will have an Annual Membership Meeting in the spring in conjunction with the West Side Watch Membership Social.
- B. The purpose for this meeting is for the Executive Committee and Committee Chairs to give an annual report, update the organization on progress made during the previous year and to set the Neighborhood Watch Program’s goals and objectives for the upcoming year.
- C. All members are expected to attend the Annual Membership Meeting.

### Section 4. Order of Business~ The order of business shall be:

- A. Introduction of all guests
- B. New Member Welcome
- C. Committee Reports
- D. Old business
- E. New business
- F. Announcements
- G. Adjournment

## **Article VII. Committees**

### Section 1. The following committees are appointed by the Executive Committee, meet as needed during the year and report to the West Side Watch at the appropriate general meetings as well as the Annual Membership Meeting.

### Section 2. The Executive Committee may form committees for specific and temporary responsibilities and assignments.

### Section 3. Each chairperson shall be responsible for organizing and overseeing the activities of the committee meetings and provide a brief progress report as needed at regular WSW meetings.

### Section 4. Committees:

- A. *New Member Welcome Committee*: Provides the new members at meetings with a Welcome Packet consisting of Bylaws, West Side Watch general information, membership information and forms, website information, general information on reporting suspicious activity, etc.
- B. *City News Committee*: Reports to the West Side Watch important news from the City Council that is pertinent to the West Side Watch and/or our neighborhood and community.
- C. *National Night Out Committee*: The NNO Committee works with Target, other Neighborhood Watch groups in Bangor, the Bangor Police and Parks and Recreation Departments, the Penobscot County Sheriffs Department to plan and organize NNO; Volunteers to serve on the committee are recruited at the Annual Membership Meeting. NNO committee shall be governed by two co-chairpersons.

- D. *Annual Yard Sale Committee*: Organizes the neighborhood yard sale held in late May or early June.
- E. *Abandoned Property Committee*: Identifies abandoned and neglected properties in the Neighborhood Watch zones; works with the city, code enforcement, public works and law enforcement to address and ameliorate the issues/problems with the property.
- F. *Annual Membership Social and Meetings Social*: Plans the Membership Social that precedes the Annual Membership Meeting. Determines the length of the social, organizes food, beverage, and supplies needed, etc.
- G. *Safety Seminar Committee*: plans safety seminars as needed throughout the year to educate the public on various home or personal safety topics.
- H. *Webmaster*: Creates and maintains a website for West Side Watch; communicates updates to the Executive Committee

**Article IX. Voting**

Section 1. At all meetings, all votes shall be by hand, unless a ballot vote is agreed upon by the voting members.

**Article X. Removal from West Side Watch**

Section 1. Members: The Executive Committee may in their absolute discretion terminate membership of any member provided that (5) days written notice is given to such member of the Executive Committee's intentions and that such notice contains full reasons for the membership termination. Written replies must be made to the Executive Committee within five (5) days of the receipt of membership termination. Any written reply shall be considered by the Executive Committee.

Section 2. Executive Committee: Active Members may vote (by majority) to terminate membership of an Officer provided that (5) days written notice is given to the Officer of the impending vote at the upcoming meeting. Written notice must include containing full reasons for the membership termination.

**Article X. Amendments to By-Laws**

Section 1. The By-Laws may be amended at any meeting; however, members must be notified via the meeting agenda of the proposed amendment prior to the meeting.

Section 2. A vote of not less than Fifty-one percent (51%) of the members present at the meeting must approve the change.

Bylaws Adopted on 11/11/2013