



DEL CITY NORTH NEIGHBOHOOD WATCH

BY LAWS

Approved on 21 April 2022



DCNNW Association Inc.

BY LAWS

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ASSOCIATION BYLAWS

ARTICLE I – NAME AND BOUNDARIES

SECTION 1: The name of the Association will be the “*Del City North Neighborhood Watch, Inc.*” (*DCNNW*), herein after referred to as the "Association".

SECTION 2: The Association will serve within the boundaries of Ray Trent Park east to S. Sooner Road & from NE 4th Street south to SE 15th Street.

ARTICLE II - OBJECTIVES

SECTION 1: The Association is organized for the purpose of improving and beautifying the neighborhood, educating members in the prevention of crime in and around the neighborhood by working cooperatively with the Del City Police Department and Del City Fire Department, and promoting neighborhood and community relations, without regard to race, color, creed, or national origin.

SECTION 2: The Association will implement the "Del City North Neighborhood Watch Patrol" for patrolling the neighborhood to aid in the prevention of crime. The patrol will be on a voluntary basis only and will be made up of Association members only. The procedures and policies of this watch patrol will be subject to the Association's Bylaws and the Watch Patrol's handbook standing rules. The Watch Patrol will use the handbook adopted by the Association by a majority vote at a regular meeting.

SECTION 3: The Association will be non-commercial, non-sectarian, and non-partisan. The name of the Association or the names of any members in their official capacities will 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 or objectives of the Association.

SECTION 4: The Association will not, directly or indirectly, participate or intervene in any way, including the publishing or distributing of statements, in any political campaign on behalf of or in opposition to any candidate for public office or religious issues.

SECTION 5: The Del City North Neighborhood Watch Association's official position is, "No weapons while on patrol".

ARTICLE III - FINANCES AND RECORDS

SECTION 1: All checks, drafts, and other orders for the payment of monies, notes or other evidence of indebtedness issued in the name of the Association will be signed by any two of the following officers: President (2). Vice President, Secretary, Treasurer, *Assistant Treasurer* and Patrol Captain. No two members of the same household may be signers on the same check, draft, or other order for payment. *The Assistant Treasurer can sign when the Treasurer is absent.*

SECTION 2: All funds of the Association will 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 bequest for the general purposes or for any special purpose of the Association. Anything donated to the Association is NOT tax deductible.

SECTION 4: Any disbursement of Association funds in excess of five hundred dollars (\$500.00) must be approved by a majority vote of Association members at a general membership meeting. Expenditures of funds in excess of five hundred (\$500.00), previously budgeted and approved by the Association are excepted.

SECTION 5: An annual audit will take place during August. The audit committee will make their report at the September General Membership Meeting. Other audits may be conducted, as necessary.

Section 6: (Pending Approval) Procedure for approval and publication of the Minutes of meetings.

ARTICLE IV - MEMBERSHIP

SECTION 1: Membership dues in the Association will be twenty dollars (\$24.00) per household per year or one hundred dollars (\$120) per business per year. **Dues are payable on or before September 1 for the next fiscal year. New members initial dues will be prorated on a monthly basis at \$2.00 a month for the number of months remaining in the fiscal year. Businesses will be prorated at \$10 a month for remaining months up to September 1.** On a case-by-case basis due to hardship or special circumstances the President may change or wave the dues requirement. Any increase in dues must be proposed and submitted to the Association at a general membership meeting. Prior to approval, a majority vote of Association members at a General Membership meeting is required for adoption.

SECTION 2: Term for membership in the Association will be from September 1 through August 31.

SECTION 3: Association members must be eighteen (18) years or older, reside in,

owning property in, promoting business in or supporting the residents located within the boundaries as defined in Article I Section 2.

SECTION 4: Voting is limited to one membership, one vote. Only members who have paid annual dues and possess a valid membership may vote on association

business. Each participating residence and business must pay dues in order to vote. Must be present to vote; proxy votes are not allowed. Unless specifically indicated, any vote brought before the membership will be approved by a two-thirds (2/3) vote of the membership in attendance at a General or Special meeting. Due to extenuating circumstances, as determined by the Board, the Board may approve the inclusion of voting by electronic means (email, phone calls, Zoom). If electronic voting is needed the two-thirds (2/3) approval requirement will still be in effect.

ARTICLE V - OFFICERS

SECTION 1: The officers of this Association will consist of President, Vice-President, Secretary, *Assistant Secretary*, Treasurer, *Assistant Treasurer* or Secretary/Treasurer, and Patrol Captain(s), *Patrol Lieutenant*. Terms of office will be from September 1 to August 31st.

SECTION 2: Only Association members, whose dues are current, will be eligible to hold office.

SECTION 3: Any officer whose actions are not in the best interest of the association may be removed by a two-thirds (2/3) vote of members present at a regular Association meeting. Termination of office will be effective immediately. Notice of intent to remove, having been given at the preceding meeting.

SECTION 4: A vacancy occurring in any office will be filled by appointment of the Executive Board for the unexpired term.

ARTICLE VI - DUTIES OF OFFICERS

SECTION 1: PRESIDENT: The President will preside at all meetings of the Association. The President will be ex-officio member of all committees excluding the nominating committee and the auditing committee. The President, or designated representative, shall be a member of the Civilian Emergency Response Team (CERT) Board. *In the absence of any elected officer or assistant officer and where immediate action is deemed necessary, the President may appoint any associate member to temporarily assume the duties of an unavailable officer(s). Such temporary appointees cannot sign checks. The President will notify the membership of his action at the next association meeting.*

SECTION 2: VICE PRESIDENT: The Vice President will assist the President in the performance of his or her duties and will execute same in the President's absence. The Vice President will be an ex-officio member of all committees excluding the nominating committee and the auditing committee. *In the absence of any elected officer or assistant officer and where immediate action is deemed necessary, the President may appoint any associate member to temporarily assume the duties of an unavailable officer(s). Such temporary appointees cannot sign checks. The President will notify the membership of his action at the next association meeting.*

SECTION 3: SECRETARY/ASSISTANT SECRETARY: The Secretary/*Assistant Secretary* will keep accurate records of the Association meeting, and any files or documents from the membership to the Association. The Secretary and Treasurer duties may be combined into one position, known as the Secretary/Treasurer. *The Assistant Secretary will serve when the Secretary is absent.*

SECTION 4: TREASURER/ASSISTANT TREASURER: The Treasurer/*Assistant Treasurer* will have charge of all funds of the Association, receive all moneys due to the Association, keep accurate accounts, and pay all documented and/or member approved claims. The Association will be informed of its financial condition at any time. A Treasurer's report will be given at all regular meetings. The Secretary and Treasurer duties may be combined into one position, known as Secretary/Treasurer. *The Assistant Treasurer will serve when the Treasurer is absent.*

SECTION 5: PATROL CAPTIAN(S): The Patrol Captain/*Patrol Lieutenant* will be in charge of the neighborhood watch patrol. The Patrol Captain/*Assistant Captain* will be responsible for all patrol equipment, ensure that it is in proper working order and always know of it whereabouts. The Patrol Captain will present a report of the patrol's activities and expenditures (if applicable) at all regular meetings. *The Patrol Lieutenant will serve when the Patrol Captain is absent or when assistance is requested by the Patrol Captain.*

SECTION 6: After serving as an officer of the Executive Board, they may serve as an advisor to the Board, as determine by the current President.

ARTICLE VII - MEETINGS

SECTION 1: General Membership meetings will be held monthly on the 3rd Thursday at 7:00 PM. The location for all regular meetings will be determined by the Executive Board. Reports from all committees will be given either orally or in writing.

SECTION 2: The Annual Meeting will be held in August and will be for the purpose of electing officers, receiving annual reports of officers and committees, and any other business deemed necessary.

SECTION 3: Special meetings may be called by the President, a majority vote of

the Executive Board, or by a petition signed by twenty (20) 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 will be discussed during that meeting.

SECTION 4: Five (5) members of the Association will constitute a quorum at Association meetings.

ARTICLE VIII - EXECUTIVE BOARD

SECTION 1: The Executive Board will consist of the following elected officials: President, Vice President, Secretary, Treasurer, or Secretary/Treasurer and Patrol

Captain. *The Assistant Secretary, Assistant Treasurer or Patrol Lieutenant can attend in the absence of the primary elected official.*

SECTION 2: The Executive Board will be responsible for business referred to it by the Association. Presidential appointments of standing committees will be approved by a two-thirds (2/3) vote of the Board.

SECTION 3: If needed, the Executive Board will meet prior to General or Special meetings of the Association. The time, date, and place of the meetings will be at the discretion of the President. Special Board meetings may be called by the President or by a majority vote of the Executive Board members.

SECTION 4: Any member of the Association may appear before the Executive Board, with prior approval of a Board member, for the limited purpose of presenting matters for consideration to the Board.

ARTICLE IX - STANDING COMMITTEES

SECTION 1: The President will appoint Block Captains.

SECTION 2: A Bylaws Committee will be comprised of the President, Vice President, Secretary or Secretary/Treasurer, Treasurer, and Patrol Captain. It will be the duty of this committee to consider, edit, and/or correlate amendments to these Bylaws and to submit such amendments with the proposer's name and the Committee's recommendations to the Association as provided in Article XII.

SECTION 3: *There will be a Membership Committee chaired by the Vice-President, composed of the President, Secretary, Patrol Captain and two members at large. It will be the function of this Committee to develop proposals for increasing membership, installing new signs, and growing community activities. Proposals for action will be submitted to general*

membership for approval and action.

SECTION 4: The Auditing Committee consisting of two (2) members not holding any elected position will be appointed by the Executive Board to audit the accounts of the Treasurer.

SECTION 5: The Executive Board may establish other committees as deemed necessary for any specific or special purpose. The President will select the members for these specific or special committees with the approval and appointment of the Executive Board.

ARTICLE X - PARLIAMENTARY AUTHORITY

SECTION 1: The rules contained in the most recent edition of Robert's Rules of Order will govern the Association in cases where they are applicable and consistent with the Bylaws or any special rules of order of the Association.

SECTION 2: Any parliamentary procedure questions will be referred to the Bylaws Committee for interpretation.

ARTICLE XI – DISSOLUTION

SECTION 1: In the event of dissolution of the Association, the tangible assets of the Association and cash resources shall be distributed as decided by a majority vote at the final meeting of the Association.

ARTICLE XII - AMENDMENT OF THE BYLAWS

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

Approved:

Wendell Kluge, President

Date Approved

DCNNW Association Inc.
Chronology of Changes to BY LAWS

Change #	Date Approved	Intent
By Law Changes # 1	18 Nov. 2021	Change Watch Name back to original name to get access to Arvest bank account funds.
By Law Change #2	17 Feb 2022	Defining the Membership Committee composition and function
By Law Changes # 3	17 Mar. 2022	Create Assist Officer Positions and allow President or Vice President to appoint a member in good standing to assume duties of an officer in an emergency, except sign checks.
By Law Change #4	21 April 2022	Increased dues for Residence from \$20 to \$24 a year and Business from \$100 to \$120 a year to make it easier for partial payments when joining midyear.