

COPPERFIELD COMMUNITY ASSOCIATION (CCA)

CRIME WATCH COMMITTEE

BYLAWS

ARTICLE I: NAME

- 1.1 The Committee shall be known as the Copperfield Crime Watch Committee.
- 1.2 Membership Group: between the COPPERFIELD COMMUNITY ASSOCIATION, INC. (hereinafter "Copperfield") and the WHEATSTONE VILLAGE HOMEOWNERS ASSOCIATION, INC. (hereinafter "Wheatstone").

ARTICLE II: PURPOSE

- 2.1 The purpose of the Committee shall be:
 - A. Promote security and crime awareness throughout Copperfield and Wheatstone.
 - B. Establish a liaison with and monitor the performance of all law enforcement organizations that are responsible for providing security to Copperfield and Wheatstone.
 - C. Maintain a Neighborhood Watch Program.

ARTICLE III: MEETINGS

- 3.1 Meetings shall be held at 6:30 p.m. on the first Wednesday of each month. If the first Wednesday falls on a holiday or on a day inconvenient to a majority of the committee members, the meeting may be postponed up to eight (8) days. (Amended August 7, 2002)
- 3.2 The location of each meeting shall be the Copperfield Community Center, 15409 Willow River Dr. If the Copperfield Community Center is unavailable, the location shall be determined by the Chairperson, with at least a twenty-four (24) hour notice to all members of the Committee. (Amended August 7, 2002)
- 3.3 Special meetings may be called with a one (1) week notice to all members by the Chairperson or a majority of the Committee members.
- 3.4 A quorum shall be defined as a majority of all the members and shall be required for all meetings.

- 3.5 A published agenda shall be followed at each meeting. Any member or resident of Copperfield or Wheatstone may request that a matter be placed on the agenda by giving the Chairperson a three (3) day notice. The time allowed for any topic placed on the agenda shall be a minimum of fifteen (15) minutes. The Chairperson is required to recognize each attendee of a meeting who wishes to address an agenda item for a minimum of five (5) minutes. Non-agenda items may be introduced under New Business at the sole discretion of the Chairperson. Agenda items may be waived by the Chairperson.
- 3.6 Robert's Rules of Order, Newly Revised shall be the authority on all questions of parliamentary procedures not covered by the by-laws. The Committee may, by a majority vote, modify these rules provided written details of the proposed changes are distributed to the Committee members thirty (30) days prior to a vote for change. Interpretation of Robert's Rules of Order shall be at the discretion of the Chairperson or a Parliamentarian, if so appointed.

ARTICLE IV: MEMBERSHIP

- 4.1 Members of the Committee shall be composed of residents and/or tenants of property contained within the boundaries of the Copperfield or Wheatstone., and shall be selected as follows:
- A. A Chairperson shall be selected in accordance with Article V of the by-laws.
 - B. One member from each CCA member group and Wheatstone shall be appointed by the directors of each of the respective CCA member groups and Wheatstone
 - C. Any resident or tenant of Copperfield and Wheatstone who attends three (3) of four (4) consecutive committee meetings may be seated on the Committee by a majority vote of the Committee members present at the third (3rd) meeting attended or thereafter.
- 4.2 Voting by Committee members shall be as follows:
- A. The Chairperson shall vote only in the event of a tie.
 - B. Members selected under Article IV, Section 4.1, Provision B, shall have one (1) vote each.
 - C. Each CCA member group and Wheatstone shall have a maximum of four (4) voting members which are selected in accordance with Article IV, Section 4.1, Provision C. Those members numbering more than four (4) from each of the CCA member groups or Wheatstone who are selected under the same provision shall maintain a non-voting status. Voting status shall be determined by the total number of members in attendance from any

one CCA member group. The members allowed voting status shall be the appointed member and then the members from the affected CCA member group or Wheatstone in the order of their seniority on the Committee.

D. Any member elected or appointed shall abstain from voting in a motion if in doing so it would create a conflict of interest. A conflict of interest includes but is not limited to a direct financial interest in the motion before the committee.

4.3 Dismissal of a member from the membership of the Committee shall be considered appropriate under the following conditions:

A. Failure of a member to attend one (1) of three (3) consecutive meetings. (excludes Village representative appointed by their board.

B. Evidence that a member has provided information vital to maintaining security to any party that may use this information to threaten the security of Copperfield or Wheatstone.

C. A warning shall be issued by the Chairperson to any member for failure to follow the established order of any meeting. After two (2) warnings for misconduct, a member may be dismissed from the membership of the Committee by a two-thirds (2/3) vote of the members present.

D. It becomes known that a member failed to abstain from voting when a clear conflict of interest existed in reference to the CCA Board or Wheatstone.

4.4 The dismissal of any member shall be effective upon notification to the CCA Board and Wheatstone.

ARTICLE V: ELECTIONS AND OFFICERS

5.1 Election of officers shall be held at the February meeting of each year.

5.2 The officers of the Committee shall be the Chairperson, Vice-Chairperson and Secretary and must be members in good standing.

A. The Chairperson shall:

1. Be recommended to the CCA Board by a majority vote of the members present at the February meeting.
2. Be approved by the Copperfield Community Association Board of Directors.
3. Serve for one (1) year plus any time which may lapse between the election and approval by the CCA Board of a new chairperson.
4. Not serve more than two (2) consecutive terms of office.
5. Preside at all regular monthly meetings in accordance with the by-laws.
6. Appoint the Chairperson of the standing sub-committees with the exception of the Chairperson of Neighborhood Watch and any special sub-committees as is necessary to carry out the work of the committee. All appointments shall be approved by a majority vote of the Committee members present.
7. Prepare and distribute an agenda for each meeting.
8. Have the power to call a special meeting upon notifying the membership of the Committee one (1) week in advance.
9. Vote only when necessary to break a tie.
10. Serves as a liaison for the Committee at CCA meetings.

B. The Vice-Chairperson shall:

1. Be elected by a majority vote of the members present at the February meeting.
2. Serve for one (1) year, but may not serve as Vice-Chairperson for more than two (2) consecutive years.
3. Perform the duties of the Chairperson due to an absence or vacancy in that position.
4. Perform the duties of Chairperson of Neighborhood Watch.

C. The Secretary shall:

1. Be elected by a majority vote of the members at the February meeting.

2. Serve for one (1) year, but may not serve as Secretary for more than two (2) consecutive years.
3. Take minutes at the regular meetings or any special meetings and prepare a report thereof to be distributed at the next meeting.
4. Be responsible for notifying the membership of the Committee of all meetings and/or changes thereof.
5. Maintain a current membership roster.

ARTICLE VI: SUB-COMMITTEES

- 6.1 The standing sub-committees shall be: Neighborhood Watch, Crime Awareness, and Communications.
- 6.2 The Chairperson of each sub-committee shall be appointed by the Chairperson of the Crime Watch Committee, with the exception of the Chairperson of Neighborhood Watch. Each appointment must be approved by a majority vote of the members present at the time of the appointment.
- 6.3 The Chairperson of the Crime Watch Committee shall have the discretion to appoint a new Chairperson for each sub-committee, with the exception of the Chairperson of Neighborhood Watch, upon assuming the duties of Committee Chairperson
- 6.4 The Chairperson of the Crime Watch Committee shall also have the power to establish a temporary sub-committee and appoint its chairperson whenever deemed necessary.
- 6.5 The Chairperson of Neighborhood Watch shall:
 - A. Have supervision of the Neighborhood Watch program, including the supervision of the Sub-Division Leaders and Block Captains.
 - B. Contact Sub-Division Leaders with any information relevant to maintaining security in Copperfield or Wheatstone

- C. Serve as a liaison between the residents and the Law Enforcement Agencies regarding security matters.
- D. Hold periodic meetings for Sub-Division Leaders to encourage continuity of the Neighborhood Watch Program.
- E. Be the Vice-Chairperson and a member in good standing on the Crime Watch Committee.

6.6 The Chairperson of Crime Awareness shall:

- A. Be responsible for arranging and conducting Crime Awareness programs, such as McGruff House. The programs shall be open to all Copperfield and Wheatstone residents.
- B. Have supervision of the Crime Awareness sub-committee and anyone who has volunteered to assist at a program.

6.7 The Chairperson of Communications shall:

- A. Be responsible for meeting deadlines established by the community newsletter for all articles pertaining to the Crime Watch Committee.
- B. Compose and/or review all material to be published in the community newsletter.
- C. Assure that periodic articles are written to inform residents of vital tips on crime prevention.
- D. Be responsible for the written publicity of any committee programs, meetings and projects.
- E. Seek approval from the Crime Watch Committee Chairperson for all publicity and newsletter articles.

ARTICLE VII: BY-LAWS

- 7.1 The by-laws of the Crime Watch Committee may be amended by a two-thirds (2/3) vote of the members present at a regular meeting, provided the proposed amendment(s) has (have) been presented in writing at a previous regular meeting.

- 7.2 Any amendment to the by-laws must be approved by the Board of Directors of the Copperfield Community Association.
- 7.3 The by-laws are to be reviewed annually at the February meeting of the Crime Watch Committee. The prior notice provision in 7.1 shall not apply to proposed changes submitted at the February meeting.

ARTICLE VIII: DURATION

- 8.1 The Committee shall exist perpetually.

Amended 2/8/06, approved 3/15/06