

TREDYFFRIN TOWNWATCH ASSOCIATION

Bylaws

June 2010

ARTICLE I

Section A: The name of the Association shall be: Tredyffrin Townwatch Association.

Section B: The purpose of the Association: To provide education in areas of crime prevention; to assist in the safeguarding of the community (residents and businesses of Tredyffrin Township) through voluntary activities that include public information, public assistance by communication, training, neighborhood watches, area patrols, and the maintenance and placement of Townwatch signs.

Section C: The general nature of the operations are:

- (1) To further crime prevention through organized watches and patrols, by establishing communication networks and by education.
- (2) To further the purposes of the Association and assist the Tredyffrin Police Department when requested and appropriate.
- (3) To make personnel and facilities available as needed, in case of disaster or other serious emergency.
- (4) To raise funds necessary to carry out these purposes.

Section D: In these Bylaws, the term "Board" is to be understood to mean "Board of Directors of the Association".

ARTICLE II

Section A: The Association shall be independent of, yet cooperate with, the Tredyffrin Police Department. While the Association shall be responsible for organization and administration of its personnel and its other resources, the Tredyffrin Police Department shall screen all Townwatch candidates for membership.

Section B: A Board of Directors shall be the governing body of the Association. It shall consist of the Area Director, or the designated representative thereof, (invested with voting privileges), for each active Townwatch area as defined in Section C, and of Townwatch Officers. Any Area Director whose area has been inactive (no Townwatch functions during this time period) for six months shall be classed as a non-voting director (without the right to vote), and shall not be considered in determining the quorum. The quorum is a simple majority unless specifically mandated by the

Townwatch Board. In “unusual circumstances”, a vote by mail, e-mail or telephone can be utilized to expedite pending matters before the Board.

Section C: The total area covered by Tredyffrin Townwatch shall be divided into administrative areas (herein simply referred to as areas). The areas are to be defined by the Board. Establishment of new areas or changes of existing area boundaries may be effected by vote at a meeting following the one at which the changes are proposed. Consideration shall be given to recommendations by Townwatch members, by residents, by local civic organizations and by the Tredyffrin Police Department.

Section D: If the Tredyffrin Townwatch Association should dissolve for any reason, all assets remaining after payment of liabilities shall be donated to the “Tredyffrin Township Police Civic Fund” or “The Tredyffrin Police Association” for use in areas of Crime Prevention and education.

Section E: The fiscal year of the Association shall run from January first through the following December thirty-first.

ARTICLE III

Section A: Area Directors, shall be selected by the membership in the area, and shall serve at the will of the area membership subject to the approval of the Tredyffrin Police Department. If an area is unable to elect an Area Director within a 60-day period, the Board will appoint an Area Director who will serve until the area membership shall select a permanent Area Director.

Section B: The duties of the Area Director shall be:

- (1) To exercise such functions and duties as specified in the Operation’s Manual.
- (2) To attend the monthly meetings of the Board and other special meetings as requested. If absent, appoint another Townwatch member from the same area to attend, vote and fulfill the responsibilities of the Area Director.
- (3) To represent the membership of their area at all Tredyffrin Townwatch Association functions.
- (4) To assist other Area Directors, Officers and members in the implementation of programs adopted by the Board, when requested.
- (5) To conduct appropriate training for new members and ensure the completion of the Townwatch registration process.
- (6) To provide the Townwatch administration with periodic summaries of activities.

ARTICLE IV

Section A: The officers of the Association shall be a president, a vice-president, a secretary, and a treasurer. Terms of office shall begin following the announcement of

election results at the January meeting.

Section B: The term of office for officers shall be one year, or until a successor is elected.

Section C: Any Tredyffrin Townwatch Association member in good standing shall be eligible for office.

Section D: The Nominating Committee will be called (by the President) no later than October 1st each year and will be comprised of one member from each active area. That committee will elect its own chairperson. The candidates for office, whose names shall be presented at the November meeting, shall be those on the nominating committee's slate plus candidates nominated from the floor at the November meeting. At that time, all nominations are closed unless an office has no nominations and the Board requires additional time to find a candidate. All candidates must have expressed a willingness to serve.

Section E: Election of officers shall take place in December with a paper ballot.

- (1) Ballots and biographies of all candidates shall be distributed to members eligible to vote by December 15.
- (2) The chairperson of the nominating committee will announce and attach the result of the election to the minutes.
- (3) The new officers are seated at this time.

Section F: The duties of the Officers are as follows:

(1) PRESIDENT

- (a) To preside at meetings.
- (b) To supervise the day-to-day operations of the Tredyffrin Townwatch Association.
- (c) To be the primary contact with the Tredyffrin Police Department.
- (d) To guide the Area Directors in the performances of their duties and to foster the objectives of the Tredyffrin Townwatch Association in those areas.
- (e) To call a nominating committee not later than October 1st each year to provide a slate of candidates for positions as Officers of the Association.
- (f) To perform such other duties as directed by the Board.
- (g) To appoint all committee chairpersons with the exception of the nominating committee which shall appoint its own chairperson.

(2) VICE PRESIDENT:

- (a) To maintain personnel records.
- (b) To maintain patrol operation records.
- (c) To serve as Acting President in the absence of the President
- (d) To fulfill other duties as may be assigned by the Board or warranted by the nature

of the position.

- (e) To maintain an operational plan for Association patrols and other special activities.
- (f) To maintain control of the physical assets of the Association.
- (g) To be in charge of communications.
- (h) To be in charge of training programs.
- (i) To fulfill other duties as may be assigned by the Board or warranted by the nature of the position.

(3) SECRETARY

- (a) To keep the minutes of all Board meetings.
- (b) To record all votes on motions made at Board meetings.
- (c) To provide all Directors, Officers and members in attendance with copy of the Board minutes.

(4) TREASURER

- (a) To make collection of all monies due the Association.
- (b) To have custody of all monies in a depository that has the approval of the Board.
- (c) To make disbursements of these monies in accordance with approval of the Board or by the President in emergency situation.
- (d) To account monthly at the Board meetings for monies of the Association and file the report with the meeting minutes.
- (e) To file the Association's Tax returns as required by law.
- (f) To submit all financial data to the Board for an annual audit not later than September 15th each year. The Treasurer shall not audit his work but is responsible to assist the audit person or persons as designated by the Board.

Section G: Replacement of Officers

If a vacancy occurs through resignation, incapacity, or removal of an Officer, the Board shall select, within 60 days, a member to serve the unexpired term of said office.

Section H: Officers who have served the Townwatch organization (in the past) are a resource for the organization and are encouraged to continue their active participation.

ARTICLE V

Section A: ANNUAL MEETING - The Annual Meeting shall be an annual meeting of the Association at a time and place determined by the Board.

Section B: SPECIAL MEETINGS - Special meetings of the Board for a specified purpose can be called at the request of the President or at the request of two Area

Directors, and held at a time and place designated by the President.

Section C: BUSINESS - For the transaction of business, a majority of Officers and voting Area Directors or their designees shall be required. Refer to Article II, Section B.

Section D: RULES OF ORDER - The rules contained in “Roberts Rules of Order” shall guide the conduct of the meeting.

Section E: CONFIDENTIALITY - All Townwatch records and information are confidential and are the sole property of the Tredyffrin Townwatch Association and may not be used for any other purpose unless authorized by the Board.

ARTICLE VI

Section A: Membership is established through completion of the Volunteer Application form, completion of the training course and approval by the President and the Tredyffrin Police Department. Members of the Association must be 18 years old or older.

Section B: When on duty, members are required to conduct themselves in accordance with the rules, procedures, and standards established for Townwatch operations in Tredyffrin Township, as expressed in the Operations Manual.

Section C: Members may be suspended or expelled for violation of the rules and regulations of the Association, or for violation of the standards established by the Tredyffrin Police Department for public service or public safety. Such action may be taken by the Board and reinstatement may be effected only with the Board’s consent.

ARTICLE VII

Amendments to these bylaws may be proposed at any meeting of the Board of Directors. Notice thereof shall be sent to all directors, indicating the subject of the proposal.