Sun City Lincoln Hills

Neighborhood Watch

Bylaws
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Article I
Name and Definitions

Section 1.01 Name of Organization
The name of this organization shall be Sun City Lincoln Hills Neighborhood Watch herein referred to as Neighborhood Watch.

Section 1.02 Definitions
A. Titles and Names

Advisory Group Member: An Advisory Group Member is a resident who is affiliated with other Sun City Lincoln Hills volunteer groups, Placer County Departments, or City of Lincoln Departments that would benefit residents with important safety and security information and assistance in the implementation of the Mission of Neighborhood Watch.

Board of Directors: The Board of Directors shall be used to define the collective group of all Directors.

Directors: Directors are the members who serve as the steering committee of Neighborhood Watch. There can be no more than fourteen (14).

Executive Director: The Executive Director is the head of the organization.

Member: A Member is a name used for all residents of Sun City Lincoln Hills.

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Mail Box Captain: A Mail Box Captain is a resident who collects personal resident information within their assigned Mail Station. This information shall be held confidential.

Membership List: Membership lists are maintained by the Secretary of Neighborhood Watch and used for Neighborhood Watch business only. These lists are confidential and are available according to the policies listed in Bylaws Section 3.04 Membership Lists.

Neighborhood Watch Volunteers: Neighborhood Watch Volunteers, herein referred to as NW Volunteers, shall be used to define those members serving as Directors, Officers, Village Coordinators, Mail Box Captains, and Support Groups.

Officers: Officers are the Executive Director, Assistant Executive Director, Secretary, and Treasurer. They are elected by the Directors from the Board of Directors.

Support Group Member: A Support Group Member is a NW Volunteer resident with expertise in a specific field who can aid and assist the Officers, Directors, and other NW Volunteers to organize, manage and communicate the implementation of the Mission of Neighborhood Watch.

Village: A Village may have 2 to 19 Mail Stations with 1 or more Mail Box Captains per Station. A Mail Station may contain 8 to 16 mailboxes for individual residences.

Village Coordinator: A Village Coordinator shall be a NW Volunteer resident representing a specific village or villages.

B. Meetings

Directors Meeting: The Directors shall meet at least twice a year in accordance with the annual approved meeting schedule.

Directors Workshop: An alternate name for Directors Meeting.

General Meeting: General Meetings shall be held at least twice a year to allow the Board of Directors to report on the state of the organization.

November Annual Meeting: The purpose of the November Annual Meeting shall be to elect Directors to the organization and for voting members to vote on any other major issue that may be presented before them. The meeting shall be held in a public meeting room.
**Officers Meeting:** The Officers shall meet on a monthly basis at an officer's home, unless otherwise rescheduled or relocated, to discuss the day-to-day operations of the organization and make management decisions.

**Special Event:** Special events may be symposiums, expos, potlucks, forums, etc. These events shall be held in a public meeting room.

**Special Meeting:** Special Meetings of Directors or General Meetings shall be approved and scheduled by the Executive Director or by a **minimum of five (5) Directors** to discuss items of current interest or concerns of the residents.

**Workshop:** Workshops shall be approved and scheduled by the Executive Director and Officers as needed.

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**Article II**

**Mission**

**Section 2.01 Mission**
The mission of Neighborhood Watch shall be to strengthen neighborhood ties, increase personal safety and security awareness, be the eyes and ears of the Lincoln Police and Fire Departments, and encourage emergency preparedness.

**Section 2.02 Implementation of Mission**
Neighborhood Watch organization shall implement its Mission by Observing and Reporting, under the following restrictions.

(A) Utilize appropriate communication and organizational structure for reporting of Neighborhood Watch activities.

(B) The reporting structure of Neighborhood Watch shall be as follows:
1) Mail Box Captains shall report to the Village Coordinator
2) Village Coordinators shall report to their assigned Director
3) Directors, Secretary, Treasurer, and Assistant Executive Director shall report to the Executive Director
4) The Advisory Group members communicate via the Assistant Executive Director
5) The Support Group members report to the Secretary

(C) Communicate and cooperate with the designated Neighborhood Watch contact within the Lincoln Police and/or Fire Departments. If such designated personnel are not available, request that the Neighborhood Watch Police Liaison assist in communicating with these Agencies.

(D) Reinforce or restate the Mission Statement at the November Annual Meeting, Workshops, Officers Meetings, Directors Meetings and at General Meetings.

(E) NW Volunteers shall not engage in any conflict nor utilize weapons of any kind in carrying out Neighborhood Watch activities. These activities shall include

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disseminating information, gathering resident information, attending meetings, whether formal with agenda or informal without published agenda.

(F) Observe and Report Policy: NW Volunteers shall observe and report unusual activity to the Lincoln Police Department. Residents, while on duty as NW Volunteers in our community as Officers, Directors, Village Coordinators or Mail Box Captains, shall avoid conflict, work within a structured assignment, utilize communication tools, and shall not utilize weapons of any kind in carrying out Neighborhood Watch activities. Any civilian NW Volunteer found violating this Observe and Report Policy shall be immediately removed from their position.

(G) Documentation of Bylaws, Policies and Procedures Handbook, Captain's Handbook, forms, listings of Directors, Officers, Coordinators, Maps of villages, mail station lists, events, schedules and other important NW information shall be available on the Neighborhood Watch Website.

Article III
Membership and Email Lists

Section 3.01 Membership
Every resident of Sun City Lincoln Hills shall become a Member of the Neighborhood Watch organization.

Section 3.02 Voting and Non-Voting Members
Neighborhood Watch is a unique organization within Lincoln Hills. For purposes of voting on Neighborhood Watch business, a representative arrangement has been established with only Directors and Village Coordinators having voting rights in this organization.

(A) NW Volunteers serving as Directors and Village Coordinators shall be the voting members of this organization.

(B) Non-Volunteer Members, Mail Box Captains, and Advisory and Support Group participants shall serve as non-voting members of this organization.

Section 3.03 NW Volunteer Position Titles
Any Member of Neighborhood Watch shall be eligible to become a Director, Village Coordinator, Mail Box Captain, or be part of the Advisory or Support Groups and shall be referred to as NW Volunteers. Titles of the Advisory and Support Group Members are dependent to their areas of expertise and as such may change, (refer to Bylaws Sections 9.01 and 9.02).

Section 3.04 Membership Lists
Membership lists shall include information on Directors, Advisory and Support Groups, Village Coordinators, Mail Box Captains and the Resident Contact Information forms. Lists containing email addresses shall only be distributed on a limited need-to-know basis to Directors, Advisory and Support Groups, Village Coordinators, and Mail Box Captain. No email addresses shall be

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posted on the Communications Board. Membership lists shall not be used for commercial, political, or personal purposes, and used only for Neighborhood Watch business.

(A) **Coordinator’s List of Mail Box Captains Report** shall contain name and address, phone numbers, email address of the Village Coordinator and Mail Box Captains assigned to that village’s mail stations. This Report shall also include the name, email address and telephone number of the assigned Director. The Coordinator shall distribute a copy to the Executive Director, Secretary, assigned Director and Mail Box Captains.

(B) **Coordinators Lists by Village Number and Alphabetical Order** shall contain names, phone numbers, email addresses of Coordinators including village number, number of mail stations and houses. This list shall be distributed to Directors, Advisory and Support Groups, Village Coordinators, and Mail Box Captains.

(C) **Director’s List of Village Coordinators and Emergency Contact Information** shall contain names, addresses, phone numbers, and email addresses of the Director, and Village Coordinators assigned to that Director as well as the Coordinator’s family emergency and neighbor contacts. This list shall be distributed to the Executive Director and Secretary.

(D) **Neighborhood Watch Board of Directors, Advisory and Support Groups List** shall contain the names, telephones and email addresses of all Directors, Advisory and Support Groups and shall be distributed to Directors, Advisory and Support Groups, Village Coordinators and Mail Box Captains.

(E) **Resident Contact Information Form** shall contain the names, addresses, phone numbers and email addresses of the Coordinator(s), Mail Box Captain(s) and each resident's name, move-in date as well as the resident’s family emergency and neighbor or friend contacts and pet information *that was voluntarily provided*. This list is **confidential and shall be distributed and shared only** with their respective Village Coordinator and Mail Box Captain. If a Coordinator is both a Mail Box Captain and temporary Mail Box Captain, the Coordinator will recruit another Captain or Co-Coordinator so that two people shall have a copy of the Resident Contact Information for that mail station(s). **Residents are free to share any of their own information with their families, friends and neighbors outside of Neighborhood Watch.** Written informal documents shall have no logo or any reference to Neighborhood Watch.

Section 3.05 Email Address Lists

(A) Neighborhood Watch Email address lists shall be considered private and available only to Directors, Advisory and Support Groups, Village Coordinators, and Mail Box Captains and shall **not** be published on the Neighborhood Watch website or Communications Board at Orchard Creek Lodge. Distribution shall be in accordance with Bylaws Section 3.04 Membership Lists.

(B) All Neighborhood Watch Email addresses shall be sent using BCC (blind courtesy copy) when communicating.

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Article IV
Directors, Coordinators, and Mail Box Captains

Section 4.01 Board of Directors
The Board of Directors shall direct the various Neighborhood Watch activities. The Board of Directors shall consist of no more than fourteen (14) Directors including the Executive Director, the Assistant Executive Director, Secretary, and Treasurer. Selection of candidates for Directors of Neighborhood Watch shall be subject to approval by the Neighborhood Watch Board of Directors and shall be voted upon at the November Annual Meeting.

Section 4.02 Duties of Directors
The Directors shall provide guidance, assistance, and training as needed for their respective Village Coordinators as assigned. The villages assigned or transferred to the Directors should be manageable in size. If a Village Coordinator resigns and there are also vacant Mail Box Captain positions in the same village, Directors shall act as both temporary Coordinator and Mail Box Captains. Acting as temporary Coordinator, the Director may relieve any Mail Box Captain whose actions are not in the best interest of the organization. Directors shall attend Directors Meetings (or Directors Workshops), the November Annual Meeting, Special Meetings, and Neighborhood Watch events as necessary. A quorum of the Board shall be a simple majority of the Directors currently serving. (Refer to Neighborhood Watch Policies and Procedures Handbook for additional information)

Section 4.03 Duties of Village Coordinators
Village Coordinator shall provide guidance and assistance to their Mail Box Captains who provide residents with safety and security information from Neighborhood Watch. The Coordinator shall maintain and keep current the Coordinator’s List of Mail Box Captains Report, and forward a copy to their assigned Director as changes occur. Coordinators will also sign up to receive alerts and distribute them to those Mail Box Captains who are not able to receive their own Alerts.

Any Village Coordinator who is not able to fulfill their responsibilities as a Village Coordinator or whose actions are not in the best interest of the organization shall be relieved of their duties by their assigned Director. (Refer to Neighborhood Watch Policies and Procedures Handbook for additional information)

Section 4.04 Duties of Mail Box Captains
Mail Box Captain shall meet with new and existing residents and provide residential safety and security information and acquire, record, and update as necessary the resident’s name, address, email address, phone numbers, pet information, and name and telephone number of one or two family members and neighbor(s) or friend(s) to act as emergency contacts. A copy of the Resident Contact Information form will be forwarded to their Village Coordinator. This information being provided is voluntary and shall be held confidential. It is extremely

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important that Mail Box Captains sign up to receive Alerts and distribute them to their residents.

Any Mail Box Captain who is not able to fulfill their responsibilities as a Mail Box Captain or whose actions are not in the best interest of the organization shall be relieved of their duties by their Village Coordinator.
(Refer to Neighborhood Watch Policies and Procedures Handbook for additional information)

Article V
Officers

Section 5.01 Officers
The officers of Neighborhood Watch shall consist of the Executive Director, Assistant Executive Director, Secretary, and Treasurer.

Section 5.02 Duties of Officers
  (A) Executive Director
    1) The Executive Director shall manage the daily operations of Neighborhood Watch.
    2) The Executive Director, or the Executive Director’s designee, shall be the authorized spokesperson for Neighborhood Watch.
    3) If a Director vacancy occurs during the year, the Executive Director shall appoint a Director to serve out the remainder of the year until the November Annual Meeting.
(Refer to Neighborhood Watch Policies and Procedures Handbook for additional information)
  (B) Assistant Executive Director
    1) Assistant Executive Director shall act in the capacity of the Executive Director in his/her absence.
    2) The Assistant Executive Director shall be the liaison between the Advisory Group and Neighborhood Watch.
(Refer to Neighborhood Watch Policies and Procedures Handbook for additional information)
  (C) Secretary
    1) The Secretary shall keep all records of the organization and shall retain records for three (3) years plus the current.
    2) The Secretary shall issue meeting notices, record, distribute, and maintain minutes of each meeting.
    3) The Secretary shall maintain and safeguard a complete list of the Volunteers (Directors, Officers, Village Coordinators, Mail Box Captains, and members of the Advisory and Support Groups) of Neighborhood Watch. The use of these lists shall be restricted to official Neighborhood Watch business only.
    4) The Secretary shall provide the Room Booking & Club Coordinator with the yearly Club and Group Contact Update Form
    5) The Secretary shall be responsible for the Support Group.

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6) The Secretary may select up to two volunteers to assist in performing secretarial duties. The Secretary shall determine their titles and these volunteers will be part of the Support Group.

(Refer to Neighborhood Watch Policies and Procedures Handbook for additional information)

(D) Treasurer

1) The Treasurer shall be responsible for keeping accurate records of monies received and expended and shall retain records for seven (7) years plus the current.

2) After a Reimbursement Request has been reviewed and approved by the Executive Director, the Treasurer shall issue and sign all checks drawn upon funds of this organization except those checks made payable to the Treasurer.

3) The Treasurer shall prepare and present a financial report at each Neighborhood Watch meeting.

4) The Treasurer shall prepare similar financial reports to those groups funding Neighborhood Watch such as Lincoln Hills Foundation.

(Refer to Neighborhood Watch Policies and Procedures Handbook for additional information)

Article VI
Nominations and Elections of Directors and Officers

Section 6.01 Directors

(A) Nominations Committee:
The Executive Director shall appoint a Director, from among the Directors, who is not eligible for reelection, to be Chair of the Nominations Committee. This appointment shall be done by March prior to the election of Directors at the November Annual Meeting. The term of the Nominations Committee shall be for one (1) year.

1) The Nominations Committee Chair shall appoint four (4) committee members from the current list of Village Coordinators.

2) The Nominations Committee, with the assistance of the Officers, shall generate a preferred qualifications list for the position of Director.

3) The Nominations Committee shall encourage active NW Volunteers to accept a nomination as director.

4) Any Member of Neighborhood Watch is eligible to serve as a Director.

5) The Nominations Committee shall present a slate of candidates first to the Officers, for comment and approval, and then for approval by majority vote of the current members of the Board of Directors.

(B) Election of Directors

Neighborhood Watch is a unique organization within Lincoln Hills that has its residents as members of Neighborhood Watch. For purposes of voting on Neighborhood Watch business, a representative arrangement has been established with only Directors and Village Coordinators having voting rights in the organization.
1) The slate of candidates for election shall be presented to the attendees at the November Annual Meeting provided the 20% quorum is present. Nominations may also be made from the floor.
2) Election of Directors shall be by a simple majority of the voting members present once a quorum is established at the November Annual Meeting.
3) The Secretary shall report election results to the Room Booking & Club Coordinator within thirty (30) days of the election.
4) The new Director’s term starts immediately upon election at the November Annual Meeting.
5) The outgoing Director’s term ends at the Election of Officers Meeting.
6) The outgoing Directors shall not participate in election of officers.

(C) **Terms of Directors**
1) The term for a Director shall be for two (2) years.
2) The Four-year Rule: Each Director may serve a maximum of four (4) consecutive years and must have at least a one-year break before being eligible to serve again as Director as defined by the Community Association Guidelines.

(D) **Removal of Director**
Under any one of the following situations, the Directors may vote to remove from office any Director by a simple majority vote at a Directors Meeting. Termination from office will begin immediately.
   1) Any Director who has three (3) or more unexcused absences from official Directors Meetings in any one (1) calendar year or,
   2) Any Director who is not able to fulfill their responsibilities as a Director or,
   3) Any Director whose actions are not in the best interest of the organization.

**Section 6.02 Election of Officers**
The election of Officers shall be held at least two (2) weeks after the November Annual Meeting at a Directors Meeting.

(A) The election of Officers shall be by a simple majority vote from among the Board of Directors by the Directors.
(B) Terms of Officers shall be for one (1) year starting immediately upon election.
   Officers may be re-elected unless their position as Director would exceed four (4) years.
(C) The outgoing officers shall continue to hold office during the transition.

**Section 6.03 Seating of Officers**
In order to have an orderly transfer of responsibilities, Officers shall assume Office before the end of the third week of January.

**Section 6.04 Village Transfer and Event Assignments to Directors**
The transfer of village documentation and notification to Village Coordinators shall be made as soon as possible. The transfer of village information and files, assignments for upcoming annual events, and projects shall be completed no later than the third week in January.

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Section 6.05 Executive Director Vacancy
(A) If the Executive Director position is vacated, either by resignation or other manner, the Assistant Executive Director shall assume the duties of the Executive Director and shall complete the one (1) year term of the Executive Director.
(B) If the Assistant Executive Director cannot assume the duties of the vacated Executive Director, then the immediate duties shall be shared by a Steering Committee composed of three (3) to five (5) members of the Board of Directors.
(C) The Board of Directors shall select and vote on an Interim Executive Director. If no Board member or Village Coordinator wishes to serve as Interim Executive Director, another individual may be considered.
(D) The newly elected Interim Executive Director shall take office immediately and shall serve out the term of the vacancy.

Section 6.06 Officer Vacancy
If the position of Assistant Executive Director, Secretary, or Treasurer is vacated, either by resignation or other manner, the Board of Directors shall elect a replacement officer at a regularly scheduled meeting or special meeting of the Board of Directors. The newly elected officer shall take office immediately and shall serve out the term of the vacancy.

Section 6.07 Director Vacancy
(A) If a vacancy in a Director position occurs between Annual Meetings, either by resignation or other manner, the Executive Director may appoint a Director to serve out the remainder of the year. Regardless of the actual number of months, the appointment period shall constitute one year of a possible two-year term served.
(B) At the next Annual Meeting, and if the appointed Director wishes to continue for a second year, he or she should be voted on and approved by a majority of the Board of Directors.
(C) The appointed Director may stand for election to one (1) additional two-year term.

Article VII
Meetings

Section 7.01 Order of Business
All meetings shall have an agenda published prior to the meeting. Meetings shall abide by an order of business which shall be:

1) Introduction of participants and special guests
2) Old Business
3) New Business and Announcements
4) Committee Reports - These reports shall be time limited.
5) Open Forum - time-limited comments by interested parties.
6) Director or Officer Comments
7) Adjournment

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Section 7.02 General Meetings
(A) General Meetings shall be open to all residents and shall be held at least twice a year and more often if necessary.
(B) The date, time and location of the General Meeting shall be published at least one (1) month in advance in the Compass, the Neighborhood Watch Communications Board, Neighborhood Watch Website, and through the Neighborhood Watch Email Network.
(C) Any member of Neighborhood Watch may appear before the Board of Directors at its General Meeting, with prior approval of a Board member, for the purpose of presenting matters of concern or issues for the Board's consideration.

Section 7.03 November Annual Meeting
(A) The Annual Meeting shall be held in November.
(B) Directors and Village Coordinators shall attend the November Annual Meeting as Voting Members.
(C) The Non-voting members (Mail Box Captains, Advisory and Support Groups, and residents) may attend.
(D) The day, time, and location of the November Annual Meeting shall be published in advance in the Compass, the Neighborhood Watch Communications Board, Neighborhood Watch Website, and through the Neighborhood Watch Email Network.
(E) A quorum for the November Annual Meeting shall be 20% of the voting members as of the date of the meeting.
(F) November Annual Meetings shall include election of Directors to fill vacant positions. Voting may be held by a show of hands, written ballot, or email, in accordance with the Community Association Guidelines.

Section 7.04 Directors Meetings
(A) Directors Meetings shall consist of Directors and shall meet at least twice a year in accordance with the Neighborhood Watch annual approved meeting schedule.
(B) A minimum of five (5) Directors may call a Special Meeting.
(C) The Secretary shall notify the Directors of the day, time, and location of the Board of Directors Meeting at least two (2) weeks in advance by email or telephone.
(D) Any Member, with prior approval by the Officers, may appear at the Directors Meeting for personal presentation of matters of concern. Such matters shall be submitted in writing at least two (2) weeks prior to the meeting. The presenter shall provide supporting documentation to distribute with the Agenda. The item shall be presented as part of the “Open Forum.”
(E) A quorum for the Directors Meeting shall be a simple majority of the Directors.
(F) Directors may hold a closed session on sensitive personnel matters. No minutes shall be recorded in these sessions.

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Section 7.05 Officers Meetings
(A) Officers Meetings shall be held monthly, unless rescheduled by the Executive Director.

(B) The Officers Meeting Agenda shall be sent to all Directors as informational at least one (1) week prior to the meeting. Any Member, with prior approval by the Officers, may appear at the Officers Meeting for personal presentation of matters of concern or issues. Such matters shall be submitted in writing at least two (2) weeks prior to the meeting. The presenter shall provide supporting documentation to distribute with the Agenda. The item shall be presented as part of the “Open Forum”

(C) The Officers may ask the Director or Member to personally present their proposal within a designated time frame. A decision on the presentation shall be made at that meeting or be taken under consideration and a decision announced at a future scheduled Officers Meeting.

(D) Officers may hold a closed session on sensitive personnel matters. No minutes shall be recorded in these sessions.

Section 7.06 Special Meetings
(A) Special Director Meetings or General Meetings may be called by the Executive Director or by a minimum of five (5) Directors. All items under consideration at Special Meetings shall be approved by a simple majority of the voting members present.

(B) The Secretary shall notify the Directors of the day, time, and location of these meetings at least one (1) week in advance by email or telephone.

Section 7.07 Special Events
Special Events shall be approved by the Executive Director and by a simple majority vote of the Officers. These events will be items of current interest or concern and shall be attended by Directors, Village Coordinators, Mail Box Captains, and Members. These events shall be held in a public meeting room.

Section 7.08 Distribution of Agenda and Minutes:
Agenda and Minutes of General Meetings shall be distributed to all Directors, Advisory and Support Groups, Village Coordinators, and Mail Box Captains at least one (1) week prior to the meeting. Minutes shall be approved at the next scheduled General Meeting.

(A) Agenda and Minutes of Directors Meetings shall be distributed to all Directors at least one (1) week prior to the meeting. The minutes shall be approved by the Directors at the next scheduled Directors Meeting.

(B) Agenda and Minutes of the Officers Meetings shall be distributed to those Directors, who are not officers, as an informational item at least one (1) week prior to the meeting. Minutes shall be approved by the Officers at the next scheduled Officers Meeting.
Article VIII
Committees

Section 8.01 Formation of Committees
The Board of Directors may form permanent or temporary committees as approved by the Executive Director. The committees may consist of Directors, NW Volunteers, and Members, with their duties to be determined by the Executive Director and Officers. Any Member may request the Board to form a committee for a specific purpose.

(A) The Executive Director shall be an ex officio member of all committees and, as such, shall have all rights and privileges of membership therein, including voting rights.

(B) Each committee shall conduct its delegated assignment in accordance with the Bylaws as well as any additional business as may be referred to the committee by the Executive Director, or by a consensus of Officers or Board of Directors. Except where special authority is given by the Officers or Board of Directors, such committees shall not take action until a report has been presented to and approved by the Officers or Board of Directors.

(C) Each chairperson shall be responsible for holding regular meetings and oversee the activities of the committee, shall supervise and coordinate the assigned work of the committee members, and shall provide progress reports to the Officers on all committee activities.

Section 8.02 Standing Committees
(A) Neighborhood Watch New Resident Orientation Team:
   Neighborhood Watch is invited to participate in the SCLH New Resident Orientation sessions and provides new residents with their village information.

(B) Nominations Committee:
   The Nominations Committee shall be responsible for presenting a slate of new candidates for Director positions and Directors who are up for re-election at the November Annual Meeting. A Director who is up for re-election cannot serve as the Chairperson which is a one-year commitment.

(C) Workshop Team:
   The Workshops shall be held for NW Volunteers as deemed necessary.

(D) New Resident Welcome Packet Assembly Team:
   The New Resident Welcome Packet Assembly Team shall gather and assemble a Neighborhood Watch Welcome Packet to include safety, security and other pertinent senior information to be presented to new residents by Mail Box Captains. Welcome packets are obtained from the Secretary.

Section 8.03 Temporary (Ad Hoc) Committees
The Executive Director may appoint Ad Hoc Committees for specific and temporary responsibilities or assignments.

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Article IX
Neighborhood Watch Advisory and Support Groups

Section 9.01 Advisory Group
Members of the Advisory Group are appointed by the Executive Director and shall include representatives from Sun City Lincoln Hills Service Groups and Lincoln Police and Fire Departments that offer advice and support regarding the personal safety, security awareness, and emergency preparedness for residents.

Section 9.02 Support Group
Members of the Support Group are appointed by the Executive Director and provide help with communications and manage the following important programs.

(A) NW Communications
1) Alerts Program
2) Dialmycalls.com
3) Lost Pet Alerts Program
4) Orchard Creek Lodge Communication Board
5) SCLH Compass Reporter
6) Sun Senior news Reporter
7) Neighborhood Watch Webmaster

(B) NW Programs
1) Boris the Burglar Street Sign Program
2) National Night Out Program
3) Vial of Life Program
4) Village Maps and Mail Station Lists

Article X
Ratification and Amendments of Bylaws

Section 10.01 Ratification and Amendments
(A) The Board of Directors may periodically review, alter, amend, or change these Bylaws.

(B) Proposed amendment(s) or change(s) to these Bylaws must first be submitted in writing to the regularly scheduled monthly Officers Meeting for a vote. If a majority of the Officers approve, the amendment(s) or change(s) is then presented by email to the Board of Directors at least one (1) month prior to the next regularly scheduled Board of Directors Meeting. The Board of Directors will then read and discuss the proposed amendment(s) at the meeting and give a recommendation for, or against, the proposed amendment(s) or change(s) and announce that a vote will be held at the next regularly scheduled General or November Annual Meeting.

(C) A proposed amendment of the Bylaws shall be approved at a General Meeting or November Annual Meeting by a 2/3 vote of Directors and Village Coordinators present for the proposed amendment(s) or change(s) to pass. Vote shall be by a

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show of hands. If a 2/3 vote occurs, the amendment(s) or change(s) will be considered part of these Bylaws.

(D) Voting members shall be notified thirty (30) days prior to the date of the meeting that a vote will be taken to amend these Bylaws.

(E) Once the Bylaw amendment(s) or change(s) are approved by the voting members of Neighborhood Watch, the Bylaws shall be presented to the Community Association for their approval according to the Community Association Club Guidelines.

(F) After approval by the Community Association, the amendments shall become effective thirty (30) days after posting on the Neighborhood Watch Website, Neighborhood Watch Communications Board, and Neighborhood Watch Email Network.

**Article XI**

**Dissolution of Neighborhood Watch**

Section 11.01 Dissolution of Neighborhood Watch

(A) If the Board of Directors and Officers of Neighborhood Watch decide to disband, or the Club's charter is revoked, the Room Booking and Club Coordinator will guide and assist Neighborhood Watch in all efforts relating to dissolution.

(B) All Neighborhood Watch associated equipment on Association premises (is in fact Association property) and all other equipment paid for in whole or in part with Association funds and not on Association property shall be transferred to the Association or Lincoln Hills Foundation.

(C) Neighborhood Watch shall proceed with diligence in paying off all debts. Any funds remaining that were provided by the Lincoln Hills Foundation shall be returned to the Lincoln Hills Foundation.

(D) The dissolution shall be accomplished and a final accounting rendered to the Lincoln Hills Foundation within sixty (60) days or sooner. If the preceding is not accomplished within the sixty (60) day period, all Neighborhood Watch assets (including monies and equipment) shall be transferred to the Association for resolution.