

Rockville Community Alliance

By-Laws



**Established:
April 4, 2006**

**By-laws revised:
February 6, 2007
November 14, 2009**

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Article I- Organization Name and Office Location

Section 1. Name:

The name of the organization shall be "Rockville Community Alliance" Formerly Greater Rockville neighborhood Block Watch and Rockville Community Block Watch This group was formed by membership vote on April 4, 2006. Upon adoption of the by-laws by the "Rockville Community Alliance" membership, it will automatically oversee the business of the organization and act as a guide to ensure a uniform process.

Section 2. Office:

The principle office of the "Rockville Community Alliance" shall be 21 Ward Street (the Vernon Police Rockville Sub-Station) Rockville, CT 06066. The location of the monthly/annual meetings may be different than that of the principle address.

Guest speakers may be scheduled with the Board of Director's approval.

Article II- Purpose

Section 1. Mission and Objectives:

The mission of the "Rockville Community Alliance" is to improve and preserve the greater Rockville area of Vernon through the cooperative efforts of residents, the Town of Vernon, and other stake holders, including but not limited to: businesses, property owners, religious organizations, cultural services, and non-profit organizations.

Section 2. Disclaimer:

- A.** It is not the objective of the "Rockville Community Alliance" to be affiliated with any political party or political organization.
- B.** Rockville Community Alliance is not a group of vigilantes or lawless people taking the law into their own hands. Rockville Community Alliance citizens do not take the place of the Vernon Police Department in enforcing the law or apprehending criminals.

Article III- Meetings

Section 1. Regular Meetings:

Regular meetings shall be held monthly, date to be determined at the previous meeting at 7:00 p.m., in a location that is convenient for all members and mutually agreed upon by the membership by vote. The meeting location can change from month to month, or remain stationary based on the desire of the membership. All meetings shall be run under a relaxed form of "Robert's Rules of Order". All decisions regarding the welfare of the organization shall be made by motion, seconded, discussed, and then voted upon by the membership. This requirement shall hold true for all meetings (Regular/Annual/Special/Individual).

Section 2. Annual Meeting:

The Annual meeting must be held each May, every even year. Elections shall be held for the Director position(s) within the organization. Nothing shall prohibit them from running for election again.

Section 3. Board of Directors' Meetings:

Directors' meetings shall be held at least quarterly and can be called by the President, Vice President or Secretary with a seven (7) day prior notice to the Directors. The meetings shall be held in a location that is convenient for all Directors.

Section 4. Special Meetings:

In the event that an emergency decision regarding the "Rockville Community Alliance", needs to be made, the quorum requirement shall consist of 1/3 of the Board of Directors of the "Rockville Community Alliance". This quorum must be physically present for the special meeting to take any action (All percentages must be rounded up to the nearest whole number). A decision may be rendered by majority vote of those present at the special meeting. In the event the special meeting cannot be convened, the President may decide an issue on an interim basis after contacting 1/3 of the Board of Directors, and obtaining a majority agreement of those contacted. All special meeting votes, or interim votes must be presented and voted on by the membership at the next monthly meeting. The emergency process will be used only in critical situations, when action cannot be delayed until the next scheduled monthly meeting.

Section 5. Quorum:

The Regular/Annual meeting quorum(s) must be at least twenty percent (20%) of the average membership of the organization. The Police Representative and the President (or their designee) will not be considered part of the quorum with the exception of Special Meetings. In the event that a quorum cannot be achieved at the meeting, the agenda may continue as scheduled, but no agenda item to be presented may be voted upon until such time as a quorum can be achieved.

Section 6. Eligibility:

Those eligible for membership in the “Rockville Community Alliance”, must be eighteen (18) years of age or older. Any disputes in regard to eligibility for membership and participation in the “Rockville Community Alliance” will be resolved by vote of the membership. In order for members to remain in “Good standing” in the organization, they must have attended at least six meetings within the past 12 month period.

Section 7. Amendment Process:

This set of By-laws may be amended by the “Rockville Community Alliance” only after a proposed change is included on the agenda, discussed at a future meeting, and adopted by a two-thirds (2/3) vote of the membership present.

Section 8. Compensation/Expenses:

Members of the “Rockville Community Alliance” shall serve without compensation. Reimbursement for necessary and reasonable expenses incurred, with prior explicit approval of the Alliance Board of Directors, in the performance of the “Rockville Community Alliance” business and operations shall be made only per prior agreement of that expense by the Block Watch members at any given meeting.

Section 9. Individual Block Meetings:

Block Captains from each individual Block area are encouraged to call, individual block meetings so that their specific area can meet and formulate plans and remedy specific concerns for their area. There can be no votes made and no appropriation of funds without Board approval. Meeting reports are to be provided to the “Rockville Community Alliance”.

Article IV – Board of Directors

Section 1. General Powers:

The business, property, and affairs of the organization shall be managed by the Board of Directors of the “Rockville Community Alliance”. The Board of Directors shall consist of one (1) President, one (1) Vice President, all active Block captains, one (1) Secretary, one (1) Communications/Public Relations Officer, and one (1) Treasurer. All officers except the President may also hold a Block Captain position. Should an officer and block captain position be combined, the person holding that position shall have only one vote. The President is not a regular voting member in any meetings (including Board of Director meetings). The President shall only cast a vote in the event of a tie.

Section 2. Election and Term:

There will be an Annual Meeting, every May (as described in Article III -- Section 2— Annual Meeting), of the “Rockville Community Alliance” Every even year there will be an election for the Board of Directors. Only members in good standing of the “Rockville Community Alliance” (as described in Article III— Section 6– Eligibility), who are physically present at the meeting prior to the annual meeting may be nominated to be elected to the Board of Directors. The process for a member, who is not physically present for the nomination, can be nominated for a Board of Director position, is by forwarding a signed letter to the presiding President stating he/she will accept any or a specific, nomination for a Board of Director position, if so nominated. This is to avoid an absent member being elected to a position for which they had no interest in holding. All members physically present only need to be nominated for a position and duly accept that nomination in order to run for election. All nominations, whether physically present or completed in writing, must be seconded by another member, in order to be considered for vote by the membership.

Section 3. Positions:

The “Rockville Community Alliance” shall elect: one (1) President, one (1) Vice President, seven (7) Block Captains, one (1) Secretary, one (1) Communications/Public Relations Officer, and one (1) Treasurer. The Block Captains are based on the division of the Rockville Area into seven districts as recommended by the Community Policing Officer. The elected Block Captains should reside within the area they represent; however, in the event no one from within that particular district is interested in holding the position of Block Captain, then any eligible member can be elected to the position.

Section 4. Decision Making Process:

The Board of Directors for the “Rockville Community Alliance” shall attempt to achieve a consensus in regard to the “Rockville Community Alliance” planning process, goals, objectives, priorities, and implementation whenever possible. However, when this is not possible, decisions shall be made based on a majority vote of a quorum of the Board of Directors of the Organization who are physically present. (Quorum per Article III, Section 5)

Section 5. Vacancies of Directors:

Vacancies in the Board of Directors, other than the President, see (Article 5-Section 2b) (other than at the end of the required term) shall be filled by election by a majority of a quorum of the membership of the organization. Each person elected to fill a vacancy shall remain a Director for the unexpired portion of the term of the person being replaced.

Section 6. Removal of Directors:

The Board of Directors may remove any Director or Officer by a decision of two-thirds (2/3) of the Board of Directors of the Rockville Community Alliance”, for just cause. Prior written notice must be given to the Director or Officer.

Section 7. Removal of Members:

The Board of Directors may remove any member of the organization by a decision of two-thirds (2/3) vote, for just cause. Prior notice must be given to the member.

Section 8. Right to Appeal:

Any Director/Officer or member who is dismissed from the organization by a two-thirds (2/3) vote of the Board of Directors may appeal this decision to the membership at the next monthly meeting. If the membership body present at the next monthly meeting votes by a two-thirds (2/3) vote to reinstate the party removed then this motion shall carry, over the previous decision of the Board of Directors.

Article V – Duties of the Board of Directors

Section 1. The President Shall:

- A. When present, preside at all meetings of the organization and Board of Directors by calling the meetings to order, present an agenda, and facilitate discussion. (If the President is not available to present a monthly meeting, the Vice president shall run the meeting.
- B. Be a member of all committees, except the election committee.
- C. Be authorized to countersign any check drawn against the organizations funds, when requested to do so by the Treasurer.
- D. Appoint all standing committees, special positions, and all special committees of the organization, subject to approval by the majority of the Board of Directors.
- E. Be authorized to spend up to \$100.00, at his/her discretion, on behalf of the organization, during the calendar year.
- F. If he/she deems it necessary, temporarily appoint members of the Board of Directors to perform the duties of Vice President, Block Captain(s), Communications/Public Relations Officer, Secretary, or Treasurer during short leaves of absence or in cases of resignation until such time as an election can be held to replace the resigning party, at the next monthly meeting as described in Article 4-Section 2.
- G. Report to the membership at monthly meetings any President or Board of Director actions.
- H. Notify the Board of Directors whenever he/she will be on an extended leave of absence so that the Vice President may assume the duties of the President.
- I. The President will represent the “Rockville Community Alliance” at functions and meetings with the Town, State, and other organizations.
- J. Maintain reasonable order during the meetings and keep the discussion focused on the agenda at hand.

Section 2. The Vice President Shall:

- A. Assist the President in performing the duties of the office as requested by the President.
- B. In the absence or resignation of the President, or in the event the President is unable to perform his/her duties, the Vice President shall perform all the duties otherwise performed by the President. (See: Article V, Section1,) **
- C. Notify the President whenever he/she will be on an extended leave of absence so that the duties of the Vice president will not be neglected.
- D. The Vice president will represent the “Rockville Community Alliance” at functions and meetings with the Town, State, and other organizations.

- E. ** If the Vice president is needed to hold the position of acting President, he/she shall be selected by a majority vote of the Board of Directors.
- F. Maintain reasonable order during the meetings and keep the discussion focused on the agenda at hand.

Section 3. The Secretary Shall:

- A. Be the official record keeper of the organization.
- B. Keep a record of the Board of Directors member attendance at the proceedings of all meetings and keep these records for at least three (3) years. The records of attendance are subject to review by any member in good standing upon request.
- C. Carry the official correspondence of the organization, except when the Board of Directors advises otherwise.
- D. Be authorized to countersign any check drawn against the organizations funds, which has been approved by the Board of Directors, and to act as a co-signer in place of either the Treasurer or President, when requested to do so by the Treasurer.
- E. Notify the President whenever he/she will be on any extended leave of absence so that the duties will not be neglected.
- F. Act as the chair of the Nominations Committee for elections every even year.

Section 4. The Block Captains shall:

- A. Recruit members to the organization.
- B. Maintain contact with and update members in their respective areas about the business of the organization.
- C. Periodically report to the membership on the “state” of their block.

Section 5. The Communications/Public Relations Officer Shall:

- A. Monitor and maintain a website in order to promote and advertise the “Rockville Community Alliance.”
- B. Assist the Board of Directors with the compilation of press releases and be the official contact with different media/reporting agencies.
- C. Assist committees with promotion and press contact subject to approval of the committee.
- D. Be the primary contact for all external communications regarding the “Rockville Community Alliance” and its committees and sub-committees.

Section 6. The Treasurer Shall:

- A. Receive and record all monies of the organization.
- B. Deposit all monies so received in the name of the organization in the financial institution selected by the Board of Directors.
- C. Prepare and sign every check or certificate along with the President, Vice President, or Secretary.
- D. Carry on the official financial business of the organization, including payment of all debts as authorized by the Board of Directors and these by-laws.
- E. Keep an accurate record of receipts and disbursements and submit a monthly report to the membership of financial transactions for the previous month.
- F. Correspond and meet with the financial auditing or accounting firm chosen by the Board to audit or review the organizations finances and prepare the appropriate financial reports and tax documents.
- G. Carry on the duties of the Secretary in the event of their absence at a Monthly/Annual meeting.

Section 7. The Outgoing President and Treasurer Shall:

For continuity purposes, the outgoing President and Treasurer shall remain ex-officio members of the Board of Directors for six (6) months. In this capacity he/she shall assist the sitting President and Treasurer in dealing with issues begun during his/her tenure and may attend Board of Director meetings and voice an opinion, however he/she will not have a vote in the Board of Director decisions.

Section 8. Compensation:

Members of the Board of Directors shall serve without compensation, except that Board of Directors may reimburse any member for necessary and reasonable expense incurred in the performance of the business of the organization per Article III, Section 8.

Article VI – Committees

Section 1. General Powers:

The committee shall consist of volunteers, who are able to dedicate additional time, outside of monthly meetings, to complete the task(s) the committee was entrusted to accomplish. The committee shall have only one chairperson, who is the spokesperson for the committee, as well as the deciding vote in the event the committee was deadlocked on an issue. The committee shall be entrusted to complete the task(s) without restraint by the Board of Directors, however, the appropriation of funds can only be after a request has been made and approved by the membership and Board of Directors (Per Article III, Section 8).

Section 2. Selection of Committee:

Once a motion has been made to create a committee to complete a specific task(s), that motion must be seconded by another member present at the time of the motion. This now allows for the selection of committee members, which can be done by a simple show of hands of those who are interested. The President shall be entitled to limit the number of committee members to whatever he/she feels is reasonable for the completion of the task(s). In the event there are more volunteers than the number of committee positions deemed needed, then the selection of the committee shall go to a vote by the membership present at the time of the motion. A “Yea” or “Nay” vote system shall be used and the top vote getters in sequential order shall then be elected to the committee. The President shall then select the Chairperson of that Committee. The President is also entitled to be a “De Facto” member of all committees.

Section 3. Duties of the Committee:

The committee shall make all reasonable efforts to meet as soon as practical after its creation, so that they can begin to carry out the tasks they have been entrusted to complete. The Chairperson shall delegate responsibilities to other committee members, who shall report back to the Chairperson with the results of the task(s) completed. The committee shall continue to meet regularly until the task(s) is completed and a final report as been given to the membership and accepted by majority vote.

Section 4. Committee Reports:

The Chairperson, or the committee’s designee, shall report to the membership at each monthly meeting the progress of the committee. All reports shall be done verbally to the membership and a type-written report should be provided to the President for review and inclusion into the Minutes.

Section 5. Final Report of the Committee:

Upon completion of the committee’s task(s), the Chairperson, or the committee’s designee, shall provide a type-written “Final Report” to the membership. The purpose of this final report is to inform the membership and the Board of Directors, of the outcome of the task the committee was entrusted to perform. The committee report shall then be motioned to be accepted, seconded, and voted for approval. If the membership approves the “Final Report” then the task(s) are considered completed and the committee shall have no further responsibilities. If the membership does not accept the “Final Report” then the committee must make whatever changes are necessary to satisfy the membership that the task(s) has been completed and make another “Final Report” at the next monthly meeting, and again be subject to vote.