

THE NEIGHBORHOOD SAFETY TEAM BALTIMORE COUNTY, INC.
BYLAWS

ARTICLE I – NAME

The name of this Corporation shall be the **Neighborhood Safety Team Baltimore County, Inc.**, also referred to as **Organization**, or **NSTBC**.

ARTICLE II – PURPOSE

The function of the Neighborhood Safety Team Baltimore County (NSTBC) is to collaboratively plan and implement strategies to reduce crime and promote the general welfare of the member communities.

The organization shall be non-partisan, non-commercial and non-profit and shall function for the mutual benefit and civic needs of the member communities.

ARTICLE III – OFFICES

The principal office of the Organization shall be located at 6424 Windsor Mill Road, Gwynn Oak, Maryland, Baltimore County, Maryland. **The Executive Board of Directors (Executive Board)** shall have the authority to establish and maintain branches or subordinate offices at other locations within Baltimore County or Maryland with the consent of the membership.

ARTICLE IV – MEMBERSHIP

Membership in this Organization shall be of two (2) kinds: Voting membership and Associate membership. The Associate members or advisors may be granted voting privileges on a case by case basis.

ARTICLE V – MEMBERSHIP VOTING PRIVILEGES AND DUES

Individuals eligible for Voting membership as defined in ARTICLE IV above will become members in good standing upon payment of \$5.00 (five dollars) per year, and Community Organizations and Business Organizations upon payment of \$30.00 (thirty dollars) per year. Each individual membership is entitled to one vote, and each Community Organization is entitled to one at-large vote. The Business Organization is entitled to one at-large vote. An at-large vote can be cast by any individual from the Organization.

- a. The annual dues of the Organization may be changed by a two-thirds vote of the Executive Board of Directors, should the needs of the Organization require an increase.
- b. Associate members shall not be charged dues.
- c. The voting members' dues are payable to the Treasurer prior to March 1.
- d. Individuals or entities becoming a member in the 4th quarter of the year shall become a member in good standing for that quarter and the next fiscal year (upon receipt of their dues).
- e. No proxy or absentee votes are allowed at any time. An at-large vote is not considered a proxy.

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- f. All Individuals in Elected and Appointed positions are subject to a police background check to ensure there aren't any legal concerns since this could cast doubt on the safety of sensitive community related information bestowed amongst the membership, as determined by the Executive Board.
- g. NSTBC membership must be approved by the Executive Board or membership.

ARTICLE VI – ELECTED OFFICERS AND EXECUTIVE BOARD DIRECTORS

The Officers of the Organization shall be; President, Vice President, Secretary, Treasurer and Sergeant-At- Arms. The Executive Board shall consist of the Officers, eight (8) Community Members, and three (3) Business Representatives, and the elected police officer, all of whom shall be elected annually for a one-year term, and may succeed themselves in the same office.

ARTICLE VII – QUALIFICATIONS

Officer positions will be required to meet certain qualifications as determined by the Board of Directors. Any voting member shall be eligible for any office of this organization subject to the qualification requirements set forth by the Board of Directors.

- a. The candidate must be able to properly perform the duties of the office being sought.
- b. The candidate must have attended three consecutive meetings prior to being elected.
- c. All Elected and Appointed positions are subject to a police background check to ensure there aren't any legal concerns since this could cast doubt on the safety of sensitive community related information bestowed amongst the membership, as determined by the Executive Board.
- d. The President, Vice President, Secretary, Treasurer, and Sergeant-At-Arms must attend nine (9) regular meetings unless excused by the Executive Board or their office will become vacated. Other elected members must attend at least fifty-percent of the regularly scheduled meetings unless excused by the Executive Board or their elected position will become vacated.

ARTICLE VIII – OFFICERS DUTIES

- a. **President:** As principle officer of the Organization, presides over all meetings of the Organization, the Executive Board, and at his/her discretion, over any subordinate formal group or body. Studies information and material secured from his/her predecessor; holds conferences of the Executive Board of Directors to discuss matters pertinent to the Organization; distributes materials to the appropriate officers and Committee Chairpersons. Calls upon each Committee Chairperson to prepare a plan of work to be presented at a meeting of the Board of Governors held in advance of the first regular Organization meeting year. Delegates to the Vice-President certain administrative duties. Serves as ex-officio on all committees. Appoints Committee Chairperson and Members of Standing and Special Committees. Calls for required reports at specified times and according to specified procedures. Consults with Officers and Committee Chairpersons before each meeting to see that all details of the meeting are ready as planned; this duty may be delegated to the Vice-President or a Committee Chairperson in charge of the program. Approves payment of regular expenditures up to \$50.00 for any one transaction.

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Without surrender or abrogation of his/her formal and official responsibilities, may delegate, at his/her discretion, to any member of the Executive Board of Directors or a subordinate officer in specific single and defined situations to act, pro tempore, in his/her behalf; the product of such delegations to be reported to and be subject to ratification by the Executive Board.

- b. **Vice President:** The Vice-President shall act for the President in his/her absence. In the event the Office of the President is vacated, the Vice-President shall assume all duties, responsibilities, and authority of the President.

- c. **Secretary:** The Secretary shall be responsible for the performance of all the usual duties appertaining to the office of Secretary, including the permanent recording of minutes of each meeting to be read at each successive meeting. This responsibility also includes acting as Secretary to the Executive Board and to the President. The Secretary shall be responsible for all correspondence for the Organization and Executive Board; arrange for the preparation and mailing of all notices; maintain a list of all current members, their addresses, email addresses, and telephone numbers; and otherwise assume any other duties normally appertaining to the office of Secretary.

- d. **Treasurer:** The Treasurer shall be responsible for handling the funds of the Organization; keeping full and complete records of all receipts and disbursements; serving as financial advisor; preparing and filing financial reports at all regularly scheduled Organization meetings or at any other time when he/she might be called upon by the Executive Board or the membership. The Treasurer shall keep a checking account in any bank, institution, or savings and loan association insured by the FDIC. The Treasurer may be directed by a two-thirds vote of the Executive Board and Membership to place some funds of the Organization in an interest bearing account or a short term certificate account at an institution insured by the FDIC. The Treasurer shall be responsible for the payment of all accounts approved by the President, Executive Board or the membership. The Treasurer shall sign and the President shall countersign all checks of the Organization; however, the President is not relieved of the accountability and responsibility for the organization's funds, by not signing the Organization's checks. In the event the President's signature will be omitted from the Organization's check, a voucher shall prepare for funds authorized by majority vote, by the Secretary, at an Executive Board, or at a regular meeting where a quorum is met and the document is signed by the presiding officer. A yearly audit shall be made of the Treasurer's books. The Treasurer shall transact any and all other duties that normally appertain to the office of Treasurer of the Organization.

- e. **Sergeant-At-Arms:** The Sergeant-At-Arms shall keep order at all meetings of the Association and shall otherwise assume any other duties normally appertaining to the office of Sergeant-At-Arms.

- f. **Corresponding Secretary:** May be appointed with the approval of the Executive Board to assist the Secretary with correspondence.

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- g. Executive Board of Directors:** The Executive Board shall constitute the executive body of the Organization and shall hold a formal or informal pre-monthly meeting, which may be held electronically, at least one week prior to regular meetings, and also at the call of the President, which shall constitute the pre-monthly meeting. The Executive Board shall be responsible for the policy, procedures, and management of the Organization, with Veto Authority except at elections. The Executive Board shall approve necessary purchases and payments essential to the current operation of the Organization, and shall enforce established rules for the government of the Organization. The prior elected President of NSTBC shall retain their membership on the Executive Board when their yearly dues are paid.
- a. The Executive Board may remove an Officer or Director for justifiable cause provided the following sequence is followed:
 - i. The charges shall be submitted in writing to the Secretary and each member of the Executive Board must be notified of the charges and meeting date, time and location.
 - ii. The quorum for the meeting must be at least seventy-five percent of the elected members.
 - iii. The charges must be read at the meeting and the individual being charged must be given the opportunity to present their case.
 - iv. A motion may then be called to vacate the office or position. A two-thirds majority vote will be required to vacate the office or position.
 - b. **The Executive Board is not authorized to option, purchase, lease, or otherwise acquire real property, without the consent of the voting membership.**

ARTICLE IX – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall be referenced to govern all business conducted by this Association. The rules may be suspended at a special meeting by seventy-five percent of the members present for a single particular purpose - provided the membership has been notified of such meeting.

ARTICLE X - COMMITTEES

The permanent standing committees of the Organization shall be Membership, Fundraising, and Community Organization and Activities. Special committees may be appointed by the President and ratified by the Board of Directors at any time the need arises for the appointment of a Special Committee.

- a. Members of pennant standing committees shall hold their appointment until the end of the fiscal year or until such time as relieved by the President.
- b. Special committee members will serve until such time as the work of the committee is completed and the final report is presented or relieved by the President.
- c. The President must consult with the Executive Board prior to appointing a Committee Chairperson.
- d. The duties and responsibilities of a Committee Chairperson shall be covered in the Organization's Policies and Procedures.
- e. The Executive Board may relieve any Committee Chairperson with a two-thirds vote.

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ARTICLE XI – MEETINGS

Monthly Meeting: The monthly meeting of the members shall be held on the second Monday of each month at 7:00 pm, for the purpose of transacting such business pertaining to ARTICLE II above. If the day fixed for the monthly meeting shall be a legal holiday in the State of Maryland, such meeting may be held on the next succeeding business day.

- a. The elections of Officers and Executive Board Directors shall be held in the month of March. Any candidate for office, who is unable to be present for election, must provide a certified letter stating their acceptance for an office to the Secretary seventy-two hours prior to the elections.
- b. **Special Meetings:** A Special Meeting may be called by the President in consultation with the Executive Board, for any purpose with a two-thirds vote of the Executive Board Directors. Twenty-five percent of the voting membership may partition for a meeting for any purpose at which the President will schedule a meeting at the earliest date and notify the membership. A special meeting may be called in place of a regularly scheduled meeting.
- c. **Place of meeting:** The Executive Board may designate any place within Baltimore County in the State of Maryland or within the entire State of Maryland as the meeting place for any regular, special, or annual meeting. However, two-thirds of the membership reserves the right to designate one meeting location in any State of The Continental United States of America each year.
- d. **Meeting Notice:** Notices may be sent by postal mail, email, or telephone call at least two weeks in advance for special meetings and one month in advance for the annual meeting.

ARTICLE XII – QUORUM

Seven (7) voting members including the President, or two (2) voting members and three (3) Executive Board Members, including the President, all in good standing constitute a quorum.

Five (5) Executive Board Members including the President or seventy-five percent of the Executive Board Membership shall constitute an Executive Board quorum.

ARTICLE XIII - VACANCIES

In the event of a vacancy in the office of the President, the Vice-President shall fill that office until the next general election. In the event of a vacancy in the office of the Vice-President, that office shall be filled by appointment by the President subject to ratification by the Executive Board. A vacancy in any other position on the Executive Board of Directors shall be filled by an Executive Board of Directors vote at the next Executive Board meeting following the occurrence of such vacancy, and a quorum being present. The Executive Board appointee shall serve until the next general election.

ARTICLE XIV – NOMINATING COMMITTEE

The nominating committee shall be appointed as follows: At least two (2) Board Members to be named by the President (one to be designated as Chairperson of the Committee).

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ARTICLE XV – MEMBER COMMUNITIES AND BUSINESSES

Communities and Business Organizations within Baltimore County must submit a membership application to NSTBC with the designated donation made payable to NSTBC, and upon approval by the Executive Board, become a member in good standing with NSTBC. Other Communities and Business Organizations within Maryland may be admitted into NSTBC with the approval of the membership.

ARTICLE XVI - SEAL

The Corporate seal shall be circular in form with the name of the organization inscribed thereon.

ARTICLE XVII – AMENDMENTS

The Bylaws of the Neighborhood Safety Team Baltimore County, Inc. may be amended at a meeting of the Organization by a two-thirds vote with a quorum being present, and provided that the following sequence of events is observed.


- a. The proposed amendment shall be submitted in writing to the Secretary and shall be read and considered at the next regular or special meeting of the Executive Board of Directors.
- b. The proposed amendment shall then be read at the earliest meeting of the Organization with a quorum being present. This reading shall be followed by the reading of a report of the recommendations of the Executive Board on the amendment.
- c. The proposed amendment shall then be provided in writing to all NSTBC members at least two (2) weeks prior to the next meeting of the Organization, at which a vote on the amendment will be taken if a meeting quorum is present.

Article XVIII – Authorizing Signatures and Dates



Date: 10/1/2012

Walter B. Hollman, Sr.
President

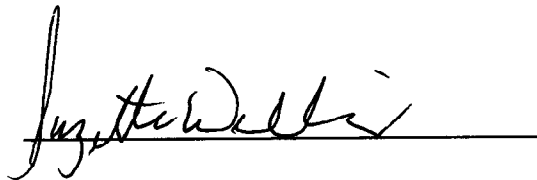


Date: 10/1/12

Kia Jones-Scott
Secretary

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Suzette William
Treasurer

Date: 10/1/12



Arnold Goering
Sergeant-At-Arms

Date: 10/1/12