

South Ambergris Caye Neighborhood Watch Operating Rules



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SACNW OPERATING RULES

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ARTICLE I NAME AND DEFINITIONS

Section 1.01 Name of Organization

The name of this organization shall be the South Ambergris Caye Neighborhood Watch herein referred to as SACNW.

Section 1.02 Definitions

A. Titles:

Board of Directors is the name used for the body that oversees the business affairs of SACNW.

General Member is a name used for those persons who live, work, conduct business or have any other investment in the SACNW area.

Voting Member is the name used for a general member who also contributes time, talent and/or treasure. Each Voting Member is entitled to one (1) vote for each matter placed before the Membership for voting.

Qualifications to be a Voting Member:

- i. A person who lives, works, conducts business or has another investment in the SACNW area who has contributed money to SACNW in the last calendar year.
- ii. A condo owner shall be a Voting Member if they have independently contributed time, talent and/or treasure to SACNW during the last calendar year.

Director is the name used for a member of the Board of Directors.

Executive Committee is the committee formed to assist the Board of Directors in the day-to-day management and operation of SACNW.

EC member is the name used for a voting member who is voted onto the Executive Committee ("EC") at the annual election or any special election held for the purpose of filling vacancies on the Executive Committee.

SACNW Area shall be designated south and inclusive of the resort known as *Victoria House*. The area is continued south to the end of the island of Ambergris Caye at approximately 6+ miles. The area shall include the East & West shores of the island from sea to lagoon

Membership Lists are maintained by the Secretary of SACNW and will include as much information as a member chooses to offer.

These lists will be used to notify members of news about SACNW as well as provide the Executive Committee with record keeping of donations. Membership Lists shall not be sold or otherwise disclosed to any other party for any purpose.

B. Meetings:

Executive Committee Meeting: the EC shall meet once a month before the General Membership meeting. The EC may also meet at other times as it deems necessary or prudent to conduct SACNW business.

General Meeting: The General Membership shall meet once a month for 11 months of the year.

Special Meetings of the General Membership: Additional meetings may be held at any time during the year as the EC deems necessary or prudent.

Social Meetings: These meetings will be arranged from time to time under the direction of the EC. The purpose of the Social Meetings will be to offer a casual gathering for neighbors to get to know each other.

Fundraising Events will be arranged from time to time under the direction of the Vice President and/or EC to raise funds for the continued operation of SACNW.

Article II MISSION

Section 2.01 Mission Statement

Deter crime, promote community spirit, and create an environment that encourages awareness and continual improvement within the SACNW area.

Section 2.02 Implementation of Mission Statement

SACNW shall implement its mission by observing and reporting under the following restrictions:

- A. Utilize appropriate communication and organizational structure for reporting of neighborhood events & activity.
- B. Communicate and cooperate with the designated neighborhood watch contact within the San Pedro Police/Fire Department and San Pedro Town Council Board members.

- C. Reinforce and restate the Mission Statement at each General Meeting, to all new members and as often as needed to keep everyone informed of the goals of SACNW.
- D. General members shall not engage in any conflict nor utilize weapons of any kind in carrying out Neighborhood Watch crime deterrent procedures; any person doing so will accept full & independent responsibility where local and federal laws apply.
- E. Observation and reporting policy: General members shall observe and report suspicious activities, as well as any circumstance, situation or condition that appears to pose a threat to the health, safety and/or welfare of persons or animals, or a threat to property to the following groups as they deem appropriate:
- F.
 - i. SACNW patrol officers at 501 610-4911
 - ii. SACNW Security Leader 501 610-2392
 - iii. San Pedro Police Department 911 (only available if dialing from a Belize phone)
 - iv. San Pedro Traffic Department 501 226-2198
 - v. SACNW Members Liaison as appointed by San Pedro Police Department 501 627-3795
 - vi. San Pedro Fire Department 501 206-2372
 - vii. San Pedro Town Council Board Members 501 226-2198/2788
 - viii. San Pedro Health Minister 501 822-2325
 - ix. RRR – 501 627-1117
 - x. Hope Hospital 501 226-2660
 - xi. San Pedro Polyclinic 501 226-2536
 - xii. SAGA Humane Society 501 226-3266
 - xiii. ACES Wildlife Rescue 501 623-7920

ARTICLE III MEMBERSHIP

Section 3.01 Membership

All General and Voting Members will be encouraged to provide emergency contact information to SACNW. All General and Voting Members will be encouraged to participate in the implementation of the SACNW Mission Statement.

Section 3.02 Membership Lists

All membership lists will include as much information as members choose to provide; including qualifying membership location, contact information, emergency contact information, number of

persons and pets residing at the location, SACNW contributions & e-mail addresses. This information is only to be used by the Executive Committee under the strictest confidence. Notwithstanding the foregoing, in the event of any emergency (e.g., fire, hurricane, flood, break-in, death or serious injury), the EC may disclose to NEMO and/or law enforcement contact information, emergency contact information and/or the number of persons and pets residing at a specific SACNW location.

Section 3.03 Email Lists

All lists including email lists will not be used for commercial, political, or personal purposes unless specifically authorized by all Members on that list. Email lists will be used to distribute SACNW meeting announcements, updates, minutes, and other specific SACNW business.

ARTICLE IV BOARD OF DIRECTORS

Section 4.01 Board of Directors

The affairs of SACNW shall be ultimately managed by a Board of Directors consisting of at least two (2) persons, who shall be volunteers.

Section 4.02 Powers and Duties of the Board of Directors

The Board of Directors shall be responsible for signing all documents and performing all other acts needed to keep SACNW in good standing, and in compliance with all Belize laws.

The Board of Directors shall be entitled to delegate its powers and duties to the EC, excepting those powers and duties that by law, must be exercised by the Board of Directors

Section 4.03 Compensation

Directors shall not be compensated for their services to and on behalf of SACNW. Notwithstanding the foregoing, Directors shall be entitled to reimbursement of any actual out-of-pocket costs they incur in fulfilling their duties to SACNW.

ARTICLE V EXECUTIVE COMMITTEE

Section 5.01 Executive Committee

SACNW shall be managed by an Executive Committee consisting of between five (5) and seven (7) Voting Members. All members of the Executive Committee must meet the qualifications to serve on the EC, and attend an EC meeting and a General Meeting every month to the fullest extent possible. The EC shall consist of a President, at least one (1) Vice-President, a Treasurer and at least one (1) Secretary. Any persons elected to the EC not holding one of these offices shall serve as an At Large Member of the EC.

Section 5.02 Nominations, Qualifications & Elections

A. Nomination of Executive Committee Members

- i. Nominations will be made during a regularly scheduled General Meeting.
- ii. All selected nominees must be willing to serve on the EC, and must meet EC requirements
- iii. Nominations will be held annually and include any volunteer or self - nominating member

B. Qualifications

- i. live on the island full time
- ii. have a residence, property, and/or investments in the SACNW area
- iii. must contribute financially to SACNW.

Additionally, an incoming President must have served on the EC the previous year in any capacity.

C. Election of Executive Committee Members

Elections will be held in an open forum during a regularly scheduled General Meeting.

D. Any opposing votes will be given open discussion

E. Terms of Executive Committee Members

- i. Each term of EC Member elected at the annual General Meeting in May will be 12 months commencing June of the same year. Any EC Member elected to fill a vacancy on the EC at other times will serve until the next annual General Meeting.

- ii. An EC member may serve a maximum of four one-year terms and then be eligible for another set of four one-year terms after a one-year break.
- iii. In the event there are no other nominees, the General Membership may vote during an open forum to continue with any or all EC members regardless of these term limits

F. Removal and Resignation of Executive Committee members

- i. Voting Members may vote to remove an EC member from their posted position under any of the following:
 - a. The EC member ceases to meet the qualifications to serve on the EC
 - b. The EC member ceases to participate in EC meetings and General Member meetings
 - c. The EC member moves from or is no longer affiliated with the SACNW geographical area
 - d. The EC member behaves in a manner that does not support the SACNW mission statement
- ii. An EC member may voluntarily resign at any time. A vote of the EC is not required to make an EC member's resignation effective.
- iii. Upon the removal of any member of the EC by the Voting Members, the Voting Members may vote to elect another Voting Member to fill the vacancy created by the removal.
- iv. Upon the resignation of any member of the EC, the EC under a unanimous vote, may appoint a Voting Member to fill the vacancy created by the resignation for the remaining term of the EC member who resigned.
- v. Voting: Every EC member, including an At Large Member, shall have one (1) vote on all matters that come before the EC. Notwithstanding the foregoing, in the event an EC member has a conflict of interest with regard to a matter being voted on, that EC member shall abstain from voting on the matter. A conflict of interest is a financial or other interest that is or could be perceived as inconsistent with the best interests of SACNW.
- vi. Compensation: EC members shall not receive compensation for their service on the EC. EC members shall be entitled to reimbursement of any out-of-pocket expenses they incur on behalf of SACNW provided:
 - i) the expense has been approved by the EC; and ii) a receipt, paid invoice or similar is presented to the EC.

G. Executive Committee Advisors: General Members who are or are not Voting Members may be appointed by the EC during the year to serve specific roles such

as security and fundraising, or to serve in an advisory capacity. These members shall attend EC meetings at the invitation of the EC, but shall not participate in EC votes. Persons serving in this capacity do so voluntarily and without compensation. However, they shall be entitled to reimbursement of any out-of-pocket expenses they incur on behalf of SACNW provided: i) the expense has been approved by the EC; and ii) a receipt, paid invoice or similar is presented to the EC.

Section 5.03 Duties of Executive Committee Members

A. President

- i. Hold SACNW General Meetings
- ii. Attend Presidents' Neighborhood watch meetings with the mayor
- iii. Primary Liaison between San Pedro Town Board, area residents and businesses; supporting neighborhood watch activities and donations
- iv. Oversee all SACNW activities and business
- v. Participate in all committees formed under the SACNW

B. Vice President

- i. Performs President's duties when the President is unavailable
- ii. In the President's absence or at the request of the President be a liaison between San Pedro Town Board, area residents and businesses; supporting neighborhood watch activities and donations
- iii. Fundraising Chairman to develop, implement, and oversee all fundraising events

C. Treasurer

- i. Report status of finances at each General Meeting
- ii. Keep records of all donations
- iii. Keep records of all expenses
- iv. Make bank deposits
- v. Purchase items requested by substation
- vi. Pay bills
- vii. Report any financials to agencies as required
- viii. Payroll
- ix. Complete and file Social Security & income tax reports
- x. Write letters of appreciation to donors

D. Secretary

- i. Take minutes of each meeting, type and forward the minutes of the General Membership Meeting to the general membership and minutes of the Executive Committee meeting to the executive committee members
- ii. Keep all membership lists, including contact and email addresses up to date

- iii. Review all emails and forward those to the President that need immediate response
- iv. Write letters to potential donors
- v. Work with the person(s) managing SACNW's website and Facebook account to update the same and Maintain Facebook profile
- vi. Schedule meetings and create meeting agendas

ARTICLE VI SECURITY COUNCIL

Section 6.01 Officer in Charge

The Officer in charge will be known as Security Council Leader. The Security Council Leader will be appointed by the EC and will work directly with the patrol unit and crime reporting. The Security Council Leader will not be compensated for his or her services.

Section 6.02 Patrol

- A. The physical patrol of the security staff will be conducted 24 hours a day, 7 days a week, 365 days per year. The area of patrol will include the resort known as Victoria House in the direction of South to the end of island. Specific designations and stops will be assigned by the Officer in Charge.
- B. The Patrol protocols will include but not be limited to the following:
 - i. Respect all citizens, residents and visitors in the area
 - ii. Approach each situation with caution
 - iii. Report all activities both minor & major events
 - iv. Report directly to the Officer in Charge
 - v. Work closely with the San Pedro Police Department as necessary
- C. Patrol Support will include the following:
 - i. 24-hour availability of the Security Council Leader
 - ii. San Pedro Police Department
 - iii. San Pedro Fire Department
 - iv. SACNW Liaison as assigned by the San Pedro Police Department
 - v. All members of the Executive Committee

Section 6.03 Security Council

A. Security Council Leader

- i. Oversee the day-to-day operations of the Patrol Station
- ii. Recommend all hiring, raises/promotions, and dismissal of employees to the EC for discussion and vote.
- iii. Ensure employee manual is up to date and relevant
- iv. Be on call 24 hours a day to assist with security issues
- v. Liaison with the San Pedro Police Department
- vi. Serve as an advisor to the EC.

B. Security council will meet as often as the Security Council Leader determines necessary. The meetings will include but not be limited to:

- i. Protocols and procedures while in the field
- ii. Reporting techniques
- iii. Ongoing education and training in the fields of first response medical care, dispute resolution, self-defense as well as peer/neighbor communications and assistance

ARTICLE VII MEETINGS

Section 7.01 General Membership

A. A General Membership Meeting Agenda will be distributed among the Executive Committee prior to each meeting, and will include but not limited to the following:

- i. Mission Statement
- ii. Introduction of new members/neighbors
- iii. Old & New business
- iv. Treasury Report
- v. Security Report
- vi. Open Discussion

B. General Meetings will take place once a month, 11 months per year and notice will be provided by email and listed on the website.

C. There shall be no quorum requirement for General Meetings (i.e., no requirement that a minimum number of Voting Members be present at the meeting for that meeting to take place). In the event a vote is conducted at a meeting, the affirmative vote of at least a majority of the Voting Members present shall be required for the vote to pass.

- D. General Meeting minutes will be distributed by the Secretary by email and posted on the website following each meeting.

Section 7.02 Executive Committee

- A. The Executive Committee will meet at least 11 times per year and the following will be included in the agenda:

- i. Recognition of open issues from the prior general meeting
- ii. Any other old business
- iii. New business
- iv. At least 50% of Executive Committee members must attend an EC meeting for any votes to be conducted at that meeting (quorum). The affirmative vote of a majority of the EC members present is required for a vote to pass.

Section 7.03 Special Committees

Special committees will be established for the sole purpose of overseeing a single event and conducted as follows:

- A. President to form the committee and appoint its members
- B. The committee shall meet as necessary prior to the event
- C. President to dissolve the committee at the end of the event

ARTICLE VIII NEIGHBORHOOD WATCH SUPPORT

Advisory & Support Groups will include but not be limited to the following:

- A. The San Pedro Town Council 501 226-2198/501 226-2788
- B. The San Pedro Police Department 911 (must be dialed from a Belize phone number)
- C. The San Pedro Fire Department 501 206-2372
- D. The Minister of Health 501 822-2325
- E. The Minister of Tourism 501 227-2801
- F. Belize Red Cross 501 203-3319

ARTICLE VIII FUNDRAISING & DONATIONS

Monetary donations are accepted as follows:

- A. US currency
- B. Belize currency
- C. Local Belize Check
- D. Belize or US Bank transfer
- E. Visa & Mastercard
- F. Cash

Merchandising donations are collected from the sale of any SACNW created products for the sole purpose of fundraising.

Public and Private Sponsorship shall include, but not limited to, the following:

- A. Sponsorship for First Aid Training
- B. Granted funds for specific use such as security purchases
- C. Sponsorship for self defense
- D. Sponsorship for special capital expenditures

ARTICLE IX RATIFICATIONS & AMENDMENTS TO OEPRATING RULES

Section 9.01 Procedure

These Operating Rules may be amended or repealed and new Operating Rules may be adopted upon: i) the approval of the Executive Committee at any regular or special meeting of the Executive Committee at which a quorum is present and ii) the affirmative vote of a majority of Voting Members present at a General Meeting.

Section 9.02 Notification

Notice of the planned vote on the proposed amendment or repeal of the Operating Rules, or the adoption of new Operating Rules, must be contained in the Notice of such meeting.

ARTICLE X
DISSOLUTION OF NEIGHBORHOOD WATCH

If upon winding up or dissolution of SACNW, there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among members of SACNW, but shall be given or transferred to some other institution or institutions, having objectives similar to the objectives of SACNW, and which shall prohibit the distribution of its income and property among its or their members, such institution or institutions to be determined by members of SACNW at or before the time of dissolution. As far as the effect cannot be given to such provision then to some charitable objective.

