

**Bylaws
of
Partners Against Crime – District 3**

**Article I
Name**

Section 1 The name of this organization shall be Southwest Central Durham Partners Against Crime; also known as, Partners Against Crime – District 3 (PAC3).

**Article II
Functional Area**

Section 1 The area served by PAC3 shall be Police District 3, as defined by the City of Durham Police Department.

**Article III
Purpose**

Section 1 The purpose of PAC3 shall be to help communities within the Functional Area, as defined in Article II, find sustainable solutions to crime problems and quality-of-life issues, including:

- a. to encourage and promote community pride in our District by providing a forum for neighborhood cooperation and activity;
- b. to serve as a voice for our common community interests by acting as a liaison with governmental bodies and with institutions, schools, and businesses in and around our district, and to work with other PACs, community and neighborhood organizations on common concerns;
- c. to serve as a focal point for maintenance and improvement of institutions and facilities serving our district including parks, schools and public safety services and to provide an avenue for district social activities;
- d. to encourage and facilitate vigorous participation in all issues affecting our district including housing, community development, crime, illegal dumping, traffic and safety issues; and
- e. other lawful purposes.

**Article IV
Organization**

Section 1 PAC3 was created under the power and authority of the City of Durham, North Carolina.

Section 2 PAC3 shall be organized as a community-based volunteer organization that brings together residents, public and private organizations, as well as city and county departments to accomplish its purpose, as defined in Article III.

Section 3 PAC3 is one of five equal member affiliates in the City of Durham. Together the five member affiliates constitute Durham Partners Against Crime (PAC).

**Article V
Membership**

Section 1 Membership in PAC3 shall consist of any natural person, 18 years or older, who resides, owns property, conducts business or works in the PAC3 Functional Area as defined in Article II, and has paid the annual dues (if any).

**Article VI
Governance**

Section 1 PAC3 is governed by the elected officers and voting members as provided in this Article, Article VII and Article IX.

Section 2 Unless otherwise provided, all business shall be conducted by a simple majority of voting members assembled at any regularly scheduled meeting, with each voting member having one vote. No proxy or absentee voting shall be permitted.

Section 3 A voting member shall be any PAC3 member as defined in Article V, Section 1 and who is present and has provided her or his name and home address to the Secretary at such meeting when a vote is taken; including individuals who are actively employed by the City of Durham or are officers in the City of Durham Police Department and reside in the Functional Area, who are eligible to vote, but cannot hold elected office; but excluding individuals actively employed by the City of Durham and officers in the City of Durham Police Department who do not reside in the Functional Area, who are not eligible to vote and cannot hold elected office.

Section 4 The fiscal year for PAC3 shall run from July 1 until June 30 of the following year.

Article VII
Officers

- Section 1 Elected officers shall consist of two co-facilitators, two secretaries, a treasurer, and three at-large members of the Executive Committee. The term of each elected officer shall expire at the end of two fiscal-year periods. Elected officers shall serve without compensation.
- Section 2 The Co-facilitators shall be the official spokesperson for PAC3 and shall execute its business as directed by the members. A facilitator shall preside at all PAC3 meetings and shall rule on any point of order or procedure. A facilitator may delegate duties and responsibilities as necessary.
- Section 3 The secretaries shall be the official custodians of all PAC3 records, shall keep the minutes of all PAC3 meetings, and shall conduct all correspondence on behalf of PAC3. The secretaries shall perform other duties as may be directed by the co-facilitators. Correspondence on behalf of PAC3 by the secretaries must be approved by the co-facilitators before being sent.
- Section 4 The treasurer shall keep and be responsible for all collected funds of PAC3. Funds given (if so designated) to PAC3 shall be deposited into an account in the name of Partners Against Crime District 3 (or SWCD PAC3 as decided by the elected officers and bank) and shall be withdrawn only by the treasurer or the co-facilitators after appropriate direction (approved motion) of the membership. All monies received shall be immediately delivered to the treasurer for which she or he shall give a receipt, and all bills shall also be paid by the treasurer. The treasurer shall provide regular reports of all transactions and prepare financial statements as directed by the co-facilitators. Under no circumstances shall monies be directed to any persons, organizations, groups, or business without membership knowledge through an approved motion by the majority of the membership present at one of its regular meetings. Overruling of this could be handled by the Executive Committee as defined in Article IX, Section 2, and presented at the next monthly PAC3 meeting.
- Section 5 Positions for elected officers are open to all PAC3 voting members, with the exception of members who are actively employed by the City of Durham or are officers in the City of Durham Police Department. Voting members are defined in Article VI, Section 3.
- Section 6 Officers and members appointed to civic committees in representation of PAC3 have the power to vote on behalf of PAC3 absent prior consent by the membership when the officer and/or member representing PAC3 feels confident the membership would approve and the vote is prior to the next

regularly schedule monthly meeting with the exception of exchange and/or distribution of PAC3 funds.

- Section 7 An individual elected to fill an office vacated during a prescribed term of office shall serve the remainder of the term unless the office was vacated due to illness and the person returns to finish out the term.
- Section 8 An officer may resign at any time by submitting a written and signed letter of resignation to the Executive Committee.
- Section 9 In the event that an elected officer fails to perform his or her duties, the membership may at any scheduled PAC3 meeting, move for a vote of no confidence. An approved motion for a vote of no confidence shall result in the initiation of a vote of the membership present at the meeting when such vote is taken. If at least two-thirds of the voting members present at the meeting affirm a no confidence vote, the officer shall be removed from office and the office shall be considered vacant as of the completion of the voting. In the event that it becomes necessary for the Executive Committee to become involved and it is dealing with removing a co-facilitator, at that meeting the person in question will be excused from the room for voting purposes, and the findings will be immediate and reported to PAC3 at the next regular meeting.
- Section 10 PAC3 records will be available to all members.

Article VIII Elections

- Section 1 Election of Officers shall be by a simple majority of voting members present at a PAC3 meeting when such election is held.
- Section 2 Election of Officers shall be held annually during the scheduled PAC3 meeting in the month of April.
- Section 2.1 Beginning with the annual election of officers immediately following the adoption of these Bylaws, a co-facilitator, secretary and two at-large members shall be elected every other year.
- Section 2.2 Beginning with the commencement of the first anniversary of the fiscal year immediately following the adoption of these Bylaws, a co-facilitator, secretary, treasurer and one at-large member shall be elected every other year.
- Section 3 A vacancy in any of the elected offices during the prescribed term of office shall occasion the interim steps of nomination and election at the

scheduled PAC3 meeting immediately following such vacancy until the position is filled.

Section 4 Each nominee for any of the elected offices must submit to a facilitator, by the scheduled March PAC3 meeting, a written request for their name to be placed on the ballot voted on at the April PAC3 meeting.

Section 5 Nominations must be seconded by a PAC3 member prior to being placed on the ballot.

Section 6 Nominees for any elected office must give a short statement of interest and qualifications to the membership.

Article IX Committees

Section 1 The membership may from time to time establish such standing or special committees as it deems necessary or desirable to accomplish its purposes and duly adopted policies.

Section 1.1 Whenever the membership establishes a committee, it shall give that committee a charge, and appoint from among the delegates a chairperson or co-chairpersons. Members may permit persons who are not members of PAC3 to serve on any committee created under this section.

Section 2 In addition to such other committees as the membership may establish there shall be an Executive Committee composed of elected officials as defined in Article VII Officers, Section 1; former co-facilitator (as determined by the Executive Committee); secretaries, Durham Police District 3 Commander, Durham Police District 3 Assistant Commander, Durham Police District 3 Crime Prevention Officer, and one Neighborhood Improvement Services Liaison.

Section 2.1 If for any reason the membership cannot take an action in a timely manner, the Executive Committee, with majority consent may take the needed action that will be reported at the next regular meeting. Each Executive Committee Member has a vote in an Executive Committee meeting.

Article X Meetings

Section 1 PAC3 shall conduct monthly meetings at such times and places as may be necessary to accomplish the purposes for which it is organized. The Secretary shall coordinate the delivery of notice of meeting to members no later than two days prior to such meeting.

Section 2 The procedure for each meeting shall be governed by the chairperson in a manner consistent with the Bylaws and general principles of fairness, courtesy, and the orderly dispatch of business in accordance with the Robert's Rules of Order Newly Revised.

Section 3 PAC3 meetings, including committee meetings are open to all PAC3 members.

Article XI Amendments

Section 1 The Bylaws may be amended by a two-thirds majority of the voting members present at the next regularly scheduled meeting following an approved motion to amend.

Article XII Dissolution

Section 1 In the event PAC3 becomes inactive or dissolves, all monies in the general fund shall be distributed to a tax exempt, community oriented institution or organization approved by the majority of the members at the time of dissolution.

Approved on March 8, 2014