

# Security Patrol By-Laws (Word)

## *Article I — Active Membership*

### Section 1. Qualifications:

Active Membership in the Corporation shall be limited to residents of Sun City Center area, Hillsborough County, Florida, who volunteer their time towards assisting the patrol in fulfilling its purpose by completing a Membership application, completing Orientation Training and serve a minimum of six (6) hours annually.

### Section 2. Annual Meeting

The Annual Meeting of the Active Members shall be held the month of November to present the slate of nominees for the Board of Directors, to inform the Active Members on the business of the Patrol, the Patrol Operations, and such other business as necessary. Active Members are considered as those volunteers who serve a minimum of six (6) hours annually. Notice of the Annual Meeting will be sent to all Active Members of the Corporation by email or at their last known place of residence at least 30 days prior to the meeting. A quorum for any Security Patrol membership meeting is defined as ten percent (10%) of the current Active membership and is required to conduct business.

### Section 3. Special Meeting

Special meetings of the Active Members shall be called by the President of the Board of Directors whenever it is deemed necessary and proper in accordance with Florida Statutes, Article 617.0701.

### Section 4. Termination

Any Active Member may voluntarily terminate membership by submitting a letter of resignation to their team captain. An Active Member may be terminated involuntarily for just cause by the Chief of Patrol or a majority vote of the Board of Directors in accordance with Florida Statutes, Article 617.0607.

### Section S. Active Membership Book

Records of Active Members will be maintained in accordance with Florida Statutes, Article 617.0601(4) and Article 617.1601(3).

## *Article II — Board of Directors*

### Section 1. Duties

The Board of Directors is responsible for finding the Patrol, setting Board policy and overseeing the management of all Corporation affairs in accordance with Florida Statutes, Article 617.0801. All corporate powers must be exercised by or under the authority of, and the affairs of the Corporation managed under the direction of, its Board of Directors, subject to any limitation set forth in the Articles of Incorporation.

### Section 2. Number and Term

The Board of Directors shall consist of seven (7), but no less than three (3), year-round currently Active Members, who reside in Sun City Center 11 months of the year and meet the qualifications of the Patrol's Election Policy. All Directors of the Corporation are volunteers. The Chief of Patrol will serve as a member of the Board of Directors. Open seats for the Board of Directors shall be elected each year for a term of two (2) years. No person may serve more than three (3) consecutive elected terms. In the event there is not a sufficient number of candidates to fill the open Director seats, a termed Director who has served two (2) years as a Director, may serve for one (1) additional year in order to fill the required seven (7) Director seats. Any termed Director cannot serve on the Board of Directors until one (1) year has passed since their last term as a Director with the exception that a termed Director may be appointed by a majority vote of the current seated Board of Directors.

### Section 3. Exclusions.

No two (2) members of an immediate family (i.e., husband, wife, brother, sister, etc.) or two (2) Patrol members cohabitating in the same household may sit as Directors at the same time.

### Section 4. Voting.

At the Annual Active Members Meeting, the Chairperson of the Election Committee will present the slate of qualified nominees for election to the Active Members. If there are nominees less than or equal to the open Board of Directors seats, a majority hand-vote will be taken as election of the slate to the Board of Directors. In the event there is not a sufficient number of candidates to fill the open Director seats, a termed Director who has served for more than two (2) years, may serve for one (1) additional year in order to fill the required seven (7) Director seats. Should additional qualified nominees be presented above the number of open Board of Director seats available, ballots will be distributed and a written vote will be taken. Active Patrol Members are the only persons eligible to vote. The Election Committee shall be formed and act in accordance with the Election Committee Policy and Procedures. The Board President will announce the election results to the Active Members present.

### Section S. Vacancies.

Any vacancy occurring on the Board shall be filled temporarily by the appointment of an Active Member who is qualified in accordance with the By Laws and the Election Policy by the President with the approval of a majority of the Board. Active Members so appointed shall serve until the next election to be held during the Annual Active Members Meeting. If elected, that person can serve one (1) two year term, and is eligible to serve two (2) consecutive elected terms in accordance with Florida Statute, Article 617.0809. Appointed Directors cannot be listed as an incumbent.

### Section 6. Meetings

The Board of Directors shall meet immediately following the adjournment of the Annual Active Members Meeting to elect officers of the Board for the coming year. The newly elected Board assumes their Board duties on January 1<sup>st</sup>. The Board of Directors shall meet at least once each month, unless the board deems it unnecessary to meet in a given month to conduct the business of the Corporation. Special and Emergency Meetings may be held when in the best interest of the Active Members. All Board meetings will be posted publicly. Board Directors shall attend all meetings of the Board unless there is an emergency. Directors may have three (3) excused absences only if ample notice is given to the Board President. Directors having an unexcused absence will be addressed by the Board of Directors and may be subject to removal by the Board of Directors. The Board of Directors shall follow Board of Director Meeting Policies.

### Section 7. Resignation

A member of the Board of Directors may resign from the Board by submitting a signed letter of resignation to the President of the Board. The letter of resignation shall state the reason for resigning and then they must return all Patrol Board documents and properties within 72 hours.

### Section 8. Removal

A member of the Board of Directors may be removed in accordance with Florida Statutes, Article 617.080, and Article 2, Section 6 of these By-Laws. All Patrol Board documents and properties held by the removed Director must be returned to the Board President within 72 hours of the removal date.

## *Article III Chief of Patrol*

### Section 1. Appointment

The Chief of Patrol must be an Active Member of the Corporation and must be qualified per the Chief of Patrol Appointment Policy. The Appointment Committee shall be formed and act in accordance with the Appointment Committee Policy and Procedures. The President of the Board will designate an Appointment Committee Chair. After reviewing the vetted applicants, the Captains' recommendation to the Board will be submitted IAW the Chief of Patrol Appointment Policy and Procedures. The Chief of Patrol will be appointed every two (2) years

by a majority

vote of the then seated Board of Directors. The newly appointed Chief of Patrol shall be announced by the current seated Board of Directors. The term of office will be for two (2) years and shall not be more than three (3) consecutive terms. If there are no qualified nominees presented, the termed Chief of Patrol may remain in office for one (1) year. At the invitation of the President and with Board approval. The retired Chief of Patrol may stay on as an advisor to the board of directors for the next year and will have no voting privileges.

#### Section 2. Vacancy, Resignation, Removal, Recall

Should the Office of the Chief of Patrol become vacant for any reason, the President of the Board of Directors shall appoint an Appointment Committee Chair immediately after the vacancy occurs, and the Chairperson will initiate the appointment process per the Chief of Patrol Appointment Policy and Procedures. The term of the new Chief of Patrol will be the unexpired term of the former Chief of Patrol. The Chairperson of the Appointment Committee shall present the qualified nominees to the Board of Directors. The nominee receiving the majority of the votes by the Board of Directors shall be the new Chief of Patrol.

#### Section 3. Duties

The Chief of Patrol is a volunteer position. The Chief of Patrol shall be responsible for supervision of the daily operations of the Patrol, including administration of the Patrol office, as well as personnel assignments, With the exception of the Accountant, which is hired by and reports to the Board of Directors. The Chief of Patrol shall appoint a Deputy Chief(s) to exercise the duties of the Chief during any extended absence or incapacitation of the Chief. The Chief will have the authority to remove any Deputy Chief(s), Assistant Chief(s), and/or Captains with or without cause. The Chief of Patrol shall keep the Board of Directors frilly informed of all Patrol activities by submitting a written or verbal report to the Directors during monthly Board of Director meeting.

#### Section 4. Resignation

The Chief of Patrol may resign by submitting a letter of resignation to the President of the Board of Directors. The letter of resignation shall state a reason for resigning. All Chief of Patrol documents and properties held by the resigning Chief of Patrol just be returned to the Board President within 72 hours of the resignation date.

#### Section S. Removal

The Chief of Patrol may be removed by 2/3 vote of the entire Board of Directors. If a Chief of Patrol is removed, that person shall relinquish to the Board President all Patrol office keys at the time of removal. All Chief of Patrol documents and properties held by the removed Chief of Patrol must be returned to the Board President within 72 hours of the removal date.

## *Article IV Officers*

### Section 1. Election

The officers of the Board are the President, Vice-President, Secretary, and Treasurer, who shall be elected annually by a majority of the Board. No person may hold more than one (1) Officer Position on the Board at the same time. The President shall have full authority to fill any vacancy in any of these offices. All officers shall hold their office until their successors take office on January 1<sup>st</sup>, except upon their resignation.

### Section 2. President

The President shall be the principal executive officer of the Corporation and shall implement the business and affairs of the Corporation and preside at all meetings of the Board of Directors and Active Membership meetings. The President, unless some other person is specifically authorized by the vote of the Board, shall sign all official written instruments of the Corporation. The President shall perform all the duties commonly incident to the office of a Non-Profit Corporation and shall perform such other duties as may be prescribed by the Board of Directors. The President is an ex-officio of all committees with the exception of the Finance, Appointment and Election Committees. A termed President, who has served in that capacity for two (2) consecutive years, may serve as an ex-officio and advisor to the Board of Directors for one year and may attend all Board of Directors meetings with no voting rights.

### Section 3. Vice-President

The Vice-President shall perform the duties and have the powers of the President during the absence, sickness, disability, or for a brief period of time at the President's request. In addition, they shall perform such duties and have such other powers as the Board shall designate.

### Section 4. Secretary

The Secretary shall be responsible for the minutes of all meetings of the Active Members of the Patrol and the Board of Directors, Shall perform all duties common to the office, and such other duties as the Board shall designate. The Secretary shall distribute all meeting minutes no later than one (1) week following the adjournment of any board meeting, unless a request is submitted to the President requesting additional time which shall be no later than (2) weeks following adjournment. The Secretary will keep all records pertaining to their term of office. The Secretary shall have charge of the Seal and shall attest all written instruments of the Corporation executed by the President and shall affix the Seal hereto. The Secretary shall be responsible to ensure corporate documents are retained on corporate premises per Document Retention Policy.

### Section 5. Treasurer

The Treasurer shall have the care and responsibility of the money, funds, financial papers and documents of the Corporation and shall have, under the supervision of the Board, all powers and duties common to the office. All monies of the Corporation shall be in the name of the

Corporation in bank(s) or financial institution(s), as designated by the Board. All checking account expenditures in excess of \$750.00 that is payable by check will be signed by two (2) authorized signatories. All online purchases, excluding the normal, monthly bill payments for Patrol operations in excess of \$1,000.00 must be approved by the Board of Directors. The Treasurer shall prepare a monthly financial report to be distributed to the Board of Directors during their monthly meetings. The Treasurer shall prepare an annual Financial Statement to be presented to the Active Members at the Annual Active Members meeting.

#### Section 6. Resignation

Any Director of the Corporation may resign their Director position by giving written notice to the President of the Board. Any such resignation shall take effect at the time of its acceptance by the Board President. The letter of resignation shall state a reason for resigning. All Patrol Board documents and properties held by the resigned Director of the Corporation must be returned to the Board President within 72 hours of the resignation date.

#### Section 7. Removal

Any Director may be removed from office by a 2/3 vote of the Board of Directors whenever, in its judgement, the best interests of the Corporation will be served thereby. All Patrol Board documents and properties held by the removed Director of the Corporation must be returned to the Board President within 72 hours of the removal date.

### *Article V Committees*

#### Section 1. Finance

The Treasurer, Chief of Patrol, and Accountant shall constitute a Finance Committee and shall develop the annual budget and present it to the Board of Directors for approval no later than the last Board of Directors meeting that is at least 60 days prior to the Annual Meeting of the Active Members for the following calendar year.

#### Section 2. Committees of the Board

With the advice and consent of the Board of Directors the President shall make individual assignments and appoint all committee members required to assist in administering the affairs of the Corporation. The President will be an ex-officio of all committees, excluding Finance, Appointment and Election Committees.

#### Section 3. Election Committee

Prior to August 1st of each year, the President shall submit to the board for approval the name of an Active Member of the Security Patrol to be Chairperson of the Election Committee. The size and Active Members of the Committee, who shall be drawn from Active Members, is left to the discretion of the Chairperson, however, the minimum number of Active Members on the

Election Committee shall be three (3). The Election Committee will adhere to the Security Patrol's Election Committee Policy.

#### Section 4. Appointment Committee

The Appointment Committee is established as needed (In Accordance with Article III, Sections 1 and 2) to facilitate appointment of a Chief of Patrol.

### Article VI Electronic Meetings

All meetings of the SCC Security Patrol (EB, Committees or Membership) may be electronic, in person or as a hybrid meeting. Meetings shall be held at a central location, but members who are not present in person shall have the right to participate by telephone or other electronic means subject to any limitations (IAW RROR and State Statutes) established in rules adopted by the Board to govern such participation.

### Article VII Seal

#### Section 1. Description

The Seal of the Corporation shall bear the words SUN CITY CENTER SECURITY PATROL, INC., and word FLORIDA, which shall be between two (2) consecutive circles, and on the inside of the inner circle shall be the words CORPORATION NOT FOR PROFIT, with the figure, 1982, and the impression of the Seal appearing on the margin thereof.

### Article VIII By-Law Amendment

#### Section 1. Method of Amendment or Change

Amendment of these Bylaws shall be by the Board of Directors and submitted to the Active Patrol Members for approval. Amendments will be made only in accordance with the Corporation's Articles of Incorporation, Chapter VII. Chapter VII: Amendments to these bylaws will be by a majority vote of the Active Members of the Corporation present at any meeting duly called and convened for such a purpose; provided, however, notice of the proposed action with respect to the Bylaws has been mailed or posted publicly by the Secretary of the Corporation to all Active Patrol Members at least thirty (30) days prior to the called meeting.

#### Section 2. Florida State Statutes 2015

All articles of these Bylaws shall be subject to the 2015 Florida State Statute, Chapter 617, Corporations Not for Profit, so that these Bylaws conform to its 501(c)3 classification. Relevant sections of the 2015 Florida State Statute 617, shall be addenda to these Bylaws and



are available

at [www.leg.state.fl.us/statutes](http://www.leg.state.fl.us/statutes) under Title XXXVI or through an internet search of Florida State Statute 617.

Approval

Pursuant to Article VII, Section 1, these amended By-laws were adopted by a majority vote of the Active Patrol Members present at a duly called meeting in accordance with the Corporation's Articles of Incorporation, Chapter VII, which was held on November 6, 2024.

Signed and sealed this sixth day of November 2024

Handwritten signature of Bob Lochte in black ink, appearing as 'Bob Lochte' with a stylized flourish at the end.

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Bob Lochte, President

Attested: Secretary

Handwritten signature of Donna Dickinson in black ink, appearing as 'Donna Dickinson' with a stylized flourish at the end.

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Donna Dickinson, Secretary