

# HORSHAM DISTRICT NEIGHBOURHOOD WATCH ASSOCIATION

## CONSTITUTION

Approved at the << insert details >> held on dd MMM YYYY

### TITLE

The name of the Organisation shall be **Horsham District Neighbourhood Watch Association** (herein after known as “The Association”).

### 1. AIMS and OBJECTIVES

Consistent with those of the National Neighbourhood Watch Network (NWN) and Neighbourhood Watch: Sussex, these include improving and increasing the public’s awareness of, and participation in, the prevention and detection of crime, the reduction of the fear of crime, improving liaison between the community and the police and the improving community safety. The Association shall be not-for-profit, non-party political and conduct its business under an ethos of equal opportunity and non-discrimination.

### 2. MEMBERSHIP

All persons who register as members of a local Neighbourhood Watch scheme or group within the Horsham District Council (HDC) area shall be considered as Members of the Association.

### 3. ORGANISATION AND STRUCTURE

The membership structure of the Association will be organised into Areas; ideally, each Area will be under the oversight of an Area Coordinator (AC) and, where possible, a Deputy – however this may not be possible in some locations due to practical reasons. Local Street Schemes / Watches will be under the oversight of a Street Coordinator (SC) and, where possible, a Deputy or Deputies.

In the event of an unsatisfactory Police vetting check, or any illegal or serious inappropriate behaviour(s) or misdemeanour(s), membership may be declined, suspended or terminated at the discretion of a majority of the Association’s Executive Committee.

New Coordinators and Deputies are required to undergo a Police vetting check before being allowed to take up their role; all Area Coordinators and their Deputies are required to undergo any additional checks as required by the Police.

### 4. COMMITTEE and EXECUTIVE COMMITTEE

The running of the Association shall be the responsibility of its Committee which shall have the power to co-opt any Member to the Committee and appoint sub-committees or delegate specified tasks as and when necessary, whilst retaining responsibility for all such matters.

Reasonable **advance** notice must be sent to Committee Members and ex-officio members of the intention to convene **any** meeting. A minimum of five (5) elected **committee** members shall form a quorum **for** any **Committee** meeting.

The Committee shall consist of a maximum of twenty (20) elected or co-opted members, who shall elect from their numbers the following **six (6)** Executive Committee **Members**:

Chair, Vice-Chair, Treasurer, Secretary, Minutes Secretary **and Liaison Officer**.

In addition, the Committee shall include as ex-officio member with voting rights, a representative of Sussex Neighbourhood Watch Federation, and as ex-officio members with no voting rights, representatives of Sussex Police.

Any elected member or appointed ex-officio member may arrange for a deputy to attend any meeting on their behalf in the event of their absence, at the discretion of the Chair. Such a deputy will not be deemed to be a member of the Executive Committee.

Every Area Co-ordinator not already a Committee member shall be entitled to receive notice of and attend every Committee meeting, and to speak if permitted by the Chair, but not to have a vote.

## **5. ANNUAL GENERAL MEETING (AGM)**

The Secretary shall, with the agreement of the **other** Executive Committee **Members**, **each year** convene an Annual General Meeting (**AGM**), **to be held between September and November** – unless there are **substantive** reasons to vary this. **Other Committee Members**, Coordinators and Deputy Coordinators shall be **notified of such a meeting** at least 14 days **in advance** of any such Meeting and are expected to **inform their members of any** such meeting; failure to **inform Members** shall not invalidate the **Annual General** Meeting. All matters brought before such a Meeting will be decided by a simple majority of members present and voting at that Meeting.

A minimum of ten (10) members shall form a quorum for an Annual General Meeting.

## **6. ELECTION OF **THE** COMMITTEE AND OTHER APPOINTMENTS**

Nominations for **membership of the** Committee, including self nominations, **with** a brief history, expertise and capabilities or attributes, are welcome from any member who can contribute towards the Aims and Objectives of the Association. Nominees must give their consent to stand for election, **and Nominations must be received by the Secretary at least** 21 days before the date of the Annual General Meeting. Elections will be held at each Annual General Meeting. In the event of there being more vacancies than nominations, then at the Chair's discretion, additional nominations may be taken from the floor. **Those** elected shall be known as Committee Members.

The Committee shall have the power at any time to co-opt other members to **the** Committee in the event of resignations, retirements or other circumstances in order that the Aims and Objectives of the Association are achieved.

The **selection** of an Auditor, Independent Examiner or Certifying Officer, together with **the** approval of any required fees, **shall be confirmed** at the Annual General Meeting.

Committee members, Auditor, Independent Examiner or Certifying Officer shall **effectively** retire at each Annual General Meeting; **they are however** eligible for re-election and will be presumed to be standing for re-election unless they indicate to the contrary.

Following the Annual General Meeting at which the Committee members are elected, a Committee meeting will be convened at which the **Executive Committee Members** shall be elected. A secret ballot may be held upon **the** request of any Committee member present; **this** shall be adjudicated by an independent, ex-officio person and the outcome recorded in the Minutes of that meeting.

## **7. COMMITTEE MEETINGS**

**Committee** Meetings shall be held at regular intervals, **which** Committee members are required to attend. Similarly, Committee members are required to attend Annual General Meetings, unless in either case, **a Member is** unavailable **due to** illness or other reasons. Apologies **for absence** are to be **stated before the start** of any such meeting.

**Executive Committee** Members shall have the power to make decisions between meetings and to report these at the next Committee meeting.

**Committee Meetings and the Annual General Meeting shall be held face-to-face unless, after consultation with the Secretary and Vice-Chair, the Association Chair decrees that a virtual or remote 'online' meeting is acceptable.**

**The Chair shall have the casting vote at any Committee Meeting.**

## **8. FINANCE**

All monies raised by or on behalf of **the Association** shall be **used** to further **its aims and objectives**; nothing contained herein shall prevent the payment in good faith of reasonable out-of-pocket expenses **incurred by any Member**.

Monies may be raised for the benefit of the **Association** by **one or more** of the following **means**: - Grants, donations, Deeds of Covenant, sale of small items, **property** marking, fund raising events or other such prudent, reasonable and legal **means** as **endorsed by** Executive Committee **Members**.

The **Association's** Treasurer shall **maintain full and** proper accounts of the **Association's** finances **and expenditure**.

An **Association** bank account shall be maintained with such bank as the Committee shall from time to time decide; the Committee shall authorise four **(4)** members of the Executive Committee to **be cheque signatories** on behalf of the Association. All cheques must be signed by **any two (2)** of the authorised **four (4)** signatories. **The Treasurer may, at their discretion and with the approval of two (2) of the four (4) authorised signatories, make payments from the Association's account by direct transfer. If the Treasurer is to be reimbursed for any expenses incurred, the reimbursement shall be authorised by at least one other authorised person.**

No **incurred** expenses shall be **reimbursed** by the Association **without the confirmed advance authorisation** by **the two Executive Committee Members** stated above, or by the Executive Committee.

The Association's financial year shall be 01 September to 31 August.

Accounts shall, if possible, be scrutinised by the Auditor, Independent Examiner or Certifying Officer and presented at each Annual General Meeting.

Suitable Public and Products Liability Insurance cover shall be arranged to protect the interests of the Association and its members in respect of activities on behalf of the Association, unless adequate cover is provided by the National Neighbourhood Watch Network and/or Sussex Neighbourhood Watch Federation.

**9. CONSTITUTION**

Copies of the Constitution shall be made available to all members of the Association if requested via their Co-ordinator or Deputy. Any proposed changes must be submitted in writing and be received by the Secretary at least 28 days before an Annual General Meeting. Co-ordinators and their Deputies shall be informed of any changes at least 14 days before the Annual General Meeting, and are expected to send such information to their members. Failure to communicate as described shall not invalidate any changes approved at the Meeting. Acceptance of any changes to the Constitution may only be made by a simple majority of members present and voting at that Annual General Meeting.

**10. DISSOLUTION**

Should Horsham District Neighbourhood Watch Association cease to exist, all remaining funds and assets shall be disposed of according to the decision of the closing Special General Meeting after all liabilities have been discharged.

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