



WESTMINSTER NEIGHBOURHOOD WATCH CONSTITUTION

DATE OF ADOPTION: 14TH August, 2017

1. Name of the Organisation

1.1 The name of the organisation is the Westminster Neighbourhood Watch Association (hereinafter referred to as 'the Association').

1.2 The Association shall be a not-for-profit organisation, non-party in politics, non-sectarian in religion, operate an equal opportunities and non-discriminatory policy and will embrace diversity.

2. Objectives of the Organisation

2.1 To assist with the creation, development and support of Neighbourhood Watch groups located across the City of Westminster, to promote good citizenship and greater public awareness, increase public participation in the prevention and detection of crime, reduce the fear of crime, improve police/community liaison and increase community safety in partnership with recognised authorities and other relevant organisations.

3. Powers

In furtherance of the said objectives the Association may:

3.1 Promote and assist in the development of Neighbourhood Watch groups across the City of Westminster and participate in the wider promotion of Neighbourhood Watch more generally.

3.2 Carry out research and surveys, provide and communicate information, services and advice to and on behalf of all Association Members, exchange information and share and promote best effective practice and acceptable behaviour and performance standards amongst all Neighbourhood Watch entities and, where relevant, with other organisations. Provide relevant, accurate and timely information to the public and media in appropriate circumstances.

3.3 Act as a forum, co-ordinate resources and provide services for Association members as appropriate, including the provision of small grants to Association Members when considered appropriate, arranging, providing for or assisting in the holding of meetings, seminars, training courses, exhibitions and the like.

3.4 Act as a consultative and advisory body to authorities on matters affecting Neighbourhood Watch in the City of Westminster. Represent the views and needs of Association Members and exchange information where appropriate to/with authorities and other Neighbourhood Watch entities.

3.5 Raise funds, invite and receive donations from any persons or bodies by way of subscription or otherwise, accept gifts and borrow or raise money in such a prudent, reasonable and legal manner as the Association Executive Officers shall think fit.

4. Membership

4.1 As of the date of adoption of this constitution, the voting membership shall consist of any recognised and authorised Neighbourhood Watch group within the City of Westminster, collectively known as 'Association Members'. Where no group exists, the Chairman may invite potential organisers to attend Association meetings.

4.2 Each Association Member shall be entitled to appoint a representative and, at its option, a deputy who is both a member of Neighbourhood Watch and resides within the City of Westminster.

4.3 An Association Member must give written notice to the Association of the name of its representative and any deputy. The nominee shall not be entitled to represent the respective group unless notice has been received by Westminster Neighbourhood Watch Association.

4.4 Membership is not transferable to anyone else and the Executive Officers hold the right to refuse an application for membership if they consider it to be in the best interests of the Association. In such case, the Executive Officers must inform the applicant in writing of the reasons for the refusal within 21 (twenty-one) days of the decision and consider any written representations the applicant may make about the decision. The Executive Officers' decision following any written representations must be notified to the applicant in writing but shall be final.

4.5 Additional representation nominated by the City of Westminster police and/or the local authority, shall be entitled to attend and speak at meetings but will not be deemed an Association Member or permitted to vote on any issue.

4.6 The Association must keep a register of names and contact details of the Association Members, including authorised representatives and any deputies, which must be made available to any Association Member upon request.

5. Executive Officers

5.1 At a minimum, the Executive Officers shall consist of Association Members who are duly elected at an Annual General Meeting to the following Association positions; Chair, Deputy Chair, Secretary, Treasurer (where relevant) and shall be responsible for the general control and management of the Association.

5.2 The Executive Officers shall have the power to co-opt up to 3 (three) additional Neighbourhood Watch members residing in the City of Westminster to fill vacant

positions, extend current positions or assist the Executive Officers should the need arise, in order to maintain the integrity and effectiveness of the Association.

5.3 Executive Officers shall elect a City of Westminster Neighbourhood Watch Association Representative, optional deputy and City of Westminster Neighbourhood Watch Communications Administrator, who shall be Neighbourhood Watch co-ordinators residing in the City of Westminster. Selection will be by a simple Association majority vote.

5.4 The Executive Officers may appoint such special or standing committees as may be deemed necessary and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing Committees shall be reported back to the Executive Officers fully and promptly.

5.5 All of the Executive Officers and co-opted members shall retire at each Annual General Meeting following their appointment, but shall be eligible for re-election.

6. Termination of Membership

6.1 An Association Member may resign by giving written notice to the Association Secretary. An Authorised Representative may resign by giving written notice to the Association Member, who shall inform the Association Secretary accordingly.

6.2 The Executive Officers shall have the right, for good and sufficient reason, to decline, discipline, suspend or terminate the membership of any Association Member, provided that the Authorised Representatives representing that Member are afforded the opportunity of being heard by the Executive Officers before a final decision is made.

6.3 The Executive Officers shall have the right, in partnership with the Association Members for the area concerned, to decline, discipline, suspend or terminate the membership of any Neighbourhood Watch member in the City of Westminster, including a member of any committee or sub-committee, who displays unacceptable behaviour or performance standards, commits any illegal act, or conducts in a manner which threatens or may threaten to bring into disrepute the good name or reputation of Neighbourhood Watch or its members, or causes or may cause Neighbourhood Watch co-ordinators or members to resign. Such a member shall be afforded the opportunity of being heard by the Executive Officers before a final decision is made.

6.4 The agreement by a simple majority of the Executive Officers shall be necessary to decline, discipline, suspend or terminate any membership.

7. General Meetings

7.1 The Annual General Meeting of the Association shall be held in August each year or as soon as practicable within 4 (four) weeks thereafter. At least 28 (twenty-eight) clear days' notice in writing shall be given by the Secretary to each Executive Officer and Authorised Representative. Notice given electronically shall be deemed to be notice in writing.

7.2 The Executive Officers may at their discretion declare the Annual General Meeting or any Extraordinary General Meeting to be open to all Neighbourhood Watch co-ordinators residing in the City of Westminster, or classes of members residing in the City of Westminster. At the discretion of the Chairman of the Meeting

such invitees may be permitted to vote in person at such Meeting.

7.3 At the Annual General Meeting, Authorised Representatives shall elect the Executive Officers, and appoint the Auditor and Independent Examiner, as appropriate.

7.4 Nominations for the Executive Officers, duly proposed and seconded, shall be delivered to the Secretary at least 7 (seven) days before the Annual General Meeting, with the consent of each nominee. Retiring Executive Officers standing for re-election shall not be required to deliver such notice. In the event of no nominations being received for a post prior to the Meeting, nominations may be accepted from the floor at the discretion of the Chairman.

7.5 An Extraordinary General Meeting may be convened at the discretion of the Executive Officers or by a written request made to the Secretary by at least two thirds of the Authorised Representatives stating the specific reasons. The Secretary shall within a reasonable time convene a meeting subject to 21 (twenty-one) days clear notice given to each Executive Officer and Authorised Representative. Every such person shall be entitled to attend and vote at the Extraordinary General Meeting.

8. Conduct at Meetings

8.1 At Association meetings, two thirds of the Association Membership shall constitute a quorum.

8.2 Resolutions shall be proposed, seconded and ordinarily be passed by a majority of votes on a show of hands. A secret ballot may, however, be held upon request of any Executive Officer or Authorised Representative present. This shall be adjudicated by an independent ex officio person and the outcome recorded in the Minutes of that meeting.

8.3 The Chairman of a meeting, when entitled to a vote, shall in the event of a tie also have a second or casting vote at that meeting.

8.4 Minutes shall be kept by the Executive Officers and all sub-Committees, and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

8.5 The Association shall meet not less than 3 (three) times a year, with 21 (twenty-one) days clear notice given to each Association Member.

9. Finance

9.1 The financial year shall end on 1st September.

9.2 All monies raised by or on behalf of the Association shall be applied to further the purposes of the Association and not otherwise. Nothing herein contained shall prevent the reimbursement in good faith of reasonable out-of-pocket expenses necessarily and properly incurred in furtherance of the Objectives.

9.3 The Treasurer shall keep proper and accurate accounts of the finances of the Association. The Treasurer will report to each meeting of the Association, at each Annual General Meeting and whenever requested by the Executive Officers a true and fair view of the financial situation of the Association. In addition, the Treasurer will produce for inspection at any reasonable time the bank books, cash books and

other financial documentation and information concerning the Association where requested.

9.4 Where relevant, a bank account shall be maintained in the name of the Association with such bank as the Executive Officers shall from time to time decide. The Executive Officers shall authorise in writing nominated Executive Officers, one always being the Treasurer, who shall from time to time determine to make payments or sign cheques on behalf of the Association. All payment authorisations and cheques must be signed by two of the authorised signatories.

10. Dissolution

10.1 If the Executive Officers and Authorised Representatives jointly decide by a simple majority that it is necessary or advisable to dissolve the Association, the Executive Officers shall call an Extraordinary General Meeting stating the terms of the Resolution to be proposed thereat. If such decisions shall be confirmed by a 75% (seventy-five percent) majority of votes of those present and voting at such meeting, the Executive Officers shall have the power to dispose of any assets held by or on behalf of the Association.

10.2 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the Executive Officers may decide, or may be applied for some other charitable or Neighbourhood Watch purpose.

11. Amendments to the Constitution

11.1 Any proposed alterations to this Constitution shall require the assent of not less than 75% (seventy-five percent) of votes of those present and voting at an Annual General Meeting. Notice of any such alteration must have been received by the Secretary in writing not less than 21 (twenty-one) clear days before the Meeting at which the alterations are to be proposed. At least 14 (fourteen) clear days' notice in writing of such a Meeting, setting out the terms of the proposed alterations, must be sent by the Secretary to every Executive Officer and Authorised Representative.

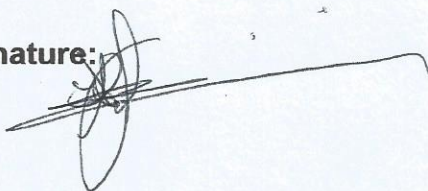
11.2 No alteration to Clause 2 (Objectives), Clause 10 (Dissolution) or this Clause 11 (Amendments to the Constitution) shall come into force until the approval of the Charity Commission (if relevant) or other authority having charitable jurisdiction shall be obtained and no other alterations shall be made which would have the effect of causing the Association to cease to be a charity at law.

11.3 In circumstances where minor changes to the Constitution are deemed necessary, such changes may be made following a simple majority vote of approval by the Executive Officers. These changes, including such items as change of name, change of Committee numbers and/or responsibilities, frequency of meetings, etc. that are considered necessary by circumstances prevailing at the time may be made provided that such changes in no way alter Clauses 2, 10 or 11.

12. Declaration of Adoption

12.1 On behalf of the and at the discretion of the Westminster Neighbourhood Watch Association, I hereby declare that this constitution was approved and adopted on 30 January 2022.

Signature:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Name: MS. IMAAN J. WILLIAMS

Role: CHAIRMAN

Date: 30 January 2022