



SUFFOLK NEIGHBOURHOOD WATCH ASSOCIATION CONSTITUTION

Date of Adoption 14 March 2015

1. Definitions

The name of the Association shall be Suffolk Neighbourhood Watch Association hereinafter called 'the Association'. The Association shall be a non profit making organisation, non-party in politics, non-sectarian in religion, operate an equal opportunities and non-discriminatory policy and will embrace diversity.

Membership of the Association

- 1.2 Voting Members: Only a member who is registered as a Co-ordinator within the Suffolk Constabulary Police area has the right to vote on behalf of his/her scheme. A Co-ordinator may designate another person to act on his/her behalf as long as that person is notified to the Chair prior to a vote taking place.
- 1.3 Ordinary Members: Any member who is a resident of a Neighbourhood Watch Scheme which is currently registered by Suffolk Constabulary but is not afforded voting rights.

Executive Officers shall mean Neighbourhood Watch members resident in Suffolk who have been duly elected at an Annual General Meeting to the following Association positions:

1. Chair
2. Deputy Chair
3. Secretary
4. Treasurer
5. Webmaster

The Executive Committee may co-opt such additional posts as is felt necessary for the efficient running of the Association. These posts to be brought before the next AGM for approval and election.

In addition, the Suffolk Community Safety Manager or his/her representative shall be entitled to attend and speak at Committee meetings and other Association meetings but will not have voting rights.

2. Objectives

- 2.1 To assist in the creation of Neighbourhood Watch Associations across Suffolk.
- 2.2 To support Neighbourhood Watch Associations across Suffolk.
- 2.3 To promote good citizenship and greater public awareness through Neighbourhood Watch groups, increase public participation in the prevention and detection of crime, reduce the fear of crime, improve police and community liaison and increase community safety.

3. Aims and Powers

The Association shall do all lawful and prudent things necessary for the attainment of the said objectives. The Association, Executive Officers and all members shall comply with all laws and statutory requirements.

In furtherance of the said Objectives, the Association may:

- 3.1 Promote and assist in the development of Neighbourhood Watch schemes in Suffolk and the promotion and development of Neighbourhood Watch 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.

- 3.4 Act as a consultative and advisory body to Authorities on matters affecting Neighbourhood Watch in Suffolk. Represent the views and needs of Association members and exchange information where appropriate to/with Authorities and other 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 Executive Officers shall think fit.
- 3.6 Invest the monies of the Association not immediately required for its purposes in such prudent, reasonable and legal investments as may be deemed fit.
- 3.7 The Association will conduct itself and that of its members in line with the Ethics and Standards Guidelines of conduct as produced by the National Association. The Executive Committee may from time to time review the Guidelines in order that they reflect best practice. Any amendments should be brought to the AGM in the same way as are alterations to the Association's Constitution.
- 3.8 The Association may produce a protocol by which means officers are expected to abide when acting on behalf of the Association. Any officer in contravention of the protocol may be deemed as being in breach of trust and may be liable to disciplinary proceedings by the Executive Committee on behalf of the Association.

4. Executive Officers

- 4.1 The Executive Officers shall be responsible for the general control and management of the Association.
- 4.2 The Executive Officers shall have power to co-opt up to 4 (four) additional Neighbourhood Watch members resident in Suffolk to fill vacant positions or to assist the Executive Officers should the need arise in order to maintain the integrity and effectiveness of the Association. Paragraphs 1.2 and 1.3 above determine voting rights.
- 4.3 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.
- 4.4 Executive Officers shall be entitled to an indemnity out of the assets of the Association for all reasonable expenses and other liabilities properly and necessarily incurred by them in the management of the affairs of the Association, but this indemnity shall not extend to liabilities arising from any illegal act, wrongdoing or wrongful omission on the part of the member sought to be made liable.
- 4.5 All Executive Officers and co-opted members shall retire at each Annual General Meeting, but shall be eligible for re-election.
- 4.6 Executive Officers and Authorised Representatives shall meet not less than 4 (four) times a year.

5. General Meetings

- 5.1 The Annual General Meeting of the Association shall be held in March or as soon as practicable within 4 (four) weeks thereafter. At least 28 (twenty-eight) clear days notice be made in writing by various forms including the Suffolk Neighbourhood Watch Website, as notice given electronically shall be acceptable, by the Secretary to each Executive Officer. Failure to receive such notice will not invalidate the proceedings.
- 5.2 The Annual General Meeting of the Association and any Extraordinary General Meeting shall be open to any resident of Suffolk residing in a Neighbourhood Watch scheme currently registered with Suffolk Constabulary. However, only those members registered as a Scheme Co-ordinator or their nominee will be entitled to vote unless previously excluded as a result of expulsion from the Association following any disciplinary action. The said nominee must be notified to the Chairman of the meeting prior to any vote taking place.
- 5.3 At the Annual General Meeting, the business to be discussed shall include:
 - Minutes of the previous Annual General Meeting
 - Chairman's Report
 - Treasurer's report
 - Election of Executive Officers
 - Appointment of Auditor or Independent Examiner to review the Accounts
 - Any other business (items must be notified to the Chairman at the commencement of the meeting)
- 5.4 Whenever necessary, consideration of and voting on proposals to alter this Constitution shall be in accordance with Clause 9 hereof.
- 5.5 Nominations for the Executive Officer positions, 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, at the discretion of the Chair, nominations may be accepted from the floor and duly seconded.

- 5.6 Nominations for the role of Auditor and/or Independent Examiner shall exclude Executive Officers, and bar the elected Auditor or Independent Examiner from serving as an Executive Officer for a period of 12 (twelve) months after the end of their term of office as Auditor or Independent Examiner.
- 5.7 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 10 (ten) voting members stating the specific reasons. The Secretary shall within a reasonable time convene a meeting subject to 21 (twenty-one) clear days' notice given to members. Paragraphs 1.2 and 1.3 above determine voting rights.

6. Conduct of Meetings

- 6.1 At Executive meetings 3 (three) Executive Officers shall constitute a quorum.
- 6.2 Resolutions shall be proposed and seconded, and ordinarily be passed by a majority of votes on a show of hands. However, a secret ballot may be held upon request of any Executive Officer or voting member present as defined in paragraphs 1.2 and 1.3 above. This shall be adjudicated by an independent ex officio person, and the outcome recorded in the Minutes of that meeting.
- 6.3 The Chair 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.
- 6.4 Minutes shall be kept by the Executive Officers and the Secretary shall enter therein a record of all proceedings and resolutions.

7. Finance

- 7.1 The Financial Year shall end on 31 August.
- 7.2 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. All expense claims required to be agreed by the Chairman.
- 7.3 The Treasurer shall keep proper and accurate Accounts of the finances of the Association. The Treasurer will report to each meeting of the Executive Officers, at each Annual General Meeting and whenever requested by the Chair or Deputy Chair, a true and fair view of the financial situation of the Association. The Accounts will be audited, certified or examined by the appointed Auditor or Independent Examiner and such audited Accounts presented at the Annual General Meeting. The Treasurer will produce for inspection at any reasonable time the bank books, cash books and other financial documentation and information concerning the Association.
- 7.4 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. There will be a minimum of three nominated cheque signatories.

8. Termination of Membership

- 8.1 Any member of the Executive Committee wishing to resign should do so in writing to the Chairman or Secretary.
- 8.2 The Executive Officers shall have the right, for good and sufficient reason, to decline, discipline, suspend or terminate the membership of any member, provided that the member is afforded the opportunity to be heard by the Executive Officers before a final decision is made.
- 8.3 The Executive Officers shall have the right to decline, discipline, suspend or terminate the membership of any Neighbourhood Watch member in Suffolk, including a member of any Committee or sub-Committee, who displays unacceptable behaviour or performance standards, commits any illegal act, or conducts themselves 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.
- 8.4 The agreement by a simple majority of the Executive Officers shall be necessary to decline, discipline, Suspend or terminate any membership.

9. Alterations to the Constitution

- 9.1 Any proposed alterations to this Constitution shall require the assent of not less than 60% (sixty percent) of

the majority 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 alteration(s) is/are to be proposed. At least 14 (fourteen) clear days notice in writing of such a meeting setting out the terms of the proposed alteration(s) must be sent by the Secretary to every Executive Officer and to all registered members using all reasonable means. Failure to inform a member will not negate any decision reached.

10. Dissolution

- 10.1 If the Executive Officers 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 60% (sixty percent) majority of votes of those present and voting at the 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 to a charitable Institution having objectives similar to the objectives of the Association as the Executive Officers may decide or may be applied for some other Neighbourhood Watch purpose.