



CONSTITUTION

The Wiltshire Neighbourhood Watch Association is not currently registered as a Charity
DATE OF ADOPTION: Saturday 25th June 2016
2nd Edition

1. Name of the Organisation

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

1.2 The Association is a not for profit organisation, politically neutral, and non-sectarian in religion. The Association operates an equal opportunities and non-discriminatory policy and embraces diversity.

2. Objectives of the Organisation

- To assist and support in the creation and development of Neighbourhood Watch Groups located across Wiltshire
- To promote good citizenship and greater public awareness
- To increase public participation in the prevention, detection, and reporting of crime
- To reduce the fear of crime
- To improve police/community liaison
- To increase community safety in partnership with recognised Authorities and other relevant organisations.

3. Powers

In furtherance of the said Objectives the Association may collectively and by agreement achieved at a properly constituted meeting of the **Association Committee**¹:

3.1 Promote and assist in the development of Neighbourhood Watch Groups across Wiltshire and participate in the wider promotion of Neighbourhood Watch more generally.

3.2 Carry out research and surveys, provide and communicate Association approved information, services, and advice to and on behalf of all **Association Members**², 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 Wiltshire. 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 and/or related gifts from any persons or bodies by way of subscription or otherwise, and in such a prudent, reasonable and legal manner as the **Association Officers**³ shall think fit.

(A list of subscripts is appended to the end of this document)

4. Membership

4.1 As of the date of adoption of this constitution, the voting membership shall consist of any recognised and authorised⁴ **Association Co-ordinator**⁵ for a Neighbourhood Watch Group within Wiltshire. Where no Group exists, the Chair may invite potential Association Co-ordinators to attend Association meetings. However, they may not participate in voting matters unless agreed by committee and recorded within the Minutes, prior to any relevant vote.

4.2 Each Association Co-ordinator shall be entitled to appoint an Association Deputy to act on their behalf, who is a member of Neighbourhood Watch and resides within that Association Co-ordinator's scheme. Their Deputy shall have the same duties, responsibilities, and authority, in their absence. If a Deputy has been appointed for a Co-ordinator who is also an Association Officer, that person may not deputise for that Officer's role on the committee.

4.3 An Association Co-ordinator must inform in writing (or email to) the Association Committee, the name of their Deputy. The nominee shall not be entitled to represent the respective Association or Group unless the notice has been received and approved, by the Association Committee.

4.4 Association Membership is not transferable to anyone else and the Association 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 Association Officers must inform the applicant in writing of the reason(s)⁶ for the refusal within 21 (twenty-one) days of the decision, and consider any written representations the applicant may make about the decision. The Association Officers' decision following any written representations must be notified to the applicant in writing but shall be final.

4.5 Additional representation nominated by Wiltshire police and/or the local authority/ies, shall be entitled to attend and speak at meeting(s). Such representative(s) will not be deemed an Association Member and may not vote on any issue.

4.6 The Association will keep a register of names and contact details of the Association Members. Requests for access or copy of the register will be considered by the Association Committee with regard to Data Protection guidelines.

5. Association Officers

5.1 The Association Committee shall consist of seven (7) officers. Association Officers shall be Association Members who are duly elected at an Annual General Meeting to the following Association positions; Chair, Deputy Chair, Secretary (internal), Treasurer (internal) and three (3) further Association Officers, who collectively shall be responsible for the general control and management of the Association.

5.2 The Association Officers shall have the power to appoint to the committee, up to three (3) additional Association Officers, to extend current positions or enhance the Association Committee.

5.3 Association Officers shall elect a Wiltshire Neighbourhood Watch Association Representative, an optional Deputy and a Wiltshire Neighbourhood Watch Association Communications Administrator, who shall be a Neighbourhood Watch member, residing in Wiltshire. Selection will be by a simple Association Committee majority vote. These posts may be filled by Association Members, not directly attached, but reporting and responsible to the committee.

5.4 The Association Officers may appoint sub committees as may be deemed necessary and shall determine their aim, terms of reference, powers, duration and composition. All acts and proceedings of such sub-committees shall be reported back to the Association Committee to an agreed schedule.

5.5.1 Association Officers shall automatically retire at their second Annual General Meeting of the Association (see 7.1). Retirees can stand for re-election if desired. Posts shall be staggered to ensure the entire Association Committee does not retire simultaneously.

5.5.2 Retirement Structure as from AGM on 2016

2017 - Chair, Treasurer (internal) and 1 other (based on 7 Officers - 2 if 8 or 9, 3 if 10).

2018 - Vice Chair, Secretary (internal) and 2 others (based on 7 or 8 Officers - 3 if 9 or 10).

2019 as 2017,

2020 as 2018 and so-on

6. Termination of Membership

6.1 An Association Co-ordinator may resign by giving written notice to the Association Secretary. A Deputy may resign by giving written notice to their Association Co-ordinator, who shall inform the Association Secretary accordingly.

6.2 The Association Committee has the right, for good and sufficient reason, to decline, suspend or terminate the membership of any Association Co-ordinator.

6.3 The Association Committee has the right, in partnership with the Association Co-ordinator for the area concerned and for good and sufficient reason, to decline, suspend or terminate any potential or active Association Member.

6.4 Any Association Member whose conduct is or is likely to be harmful to the reputation and/or well-being of the Association or any of its members, may be subject to appropriate measures being applied by the Association Committee, in line with due legal process. A full policy document on *Behavioural Standards and Resolution Practices* will be available in due course, which will include *Right of Appeal for Disputes* information.

6.5 If an incident occurs whereby an urgent response is required, consensus of the Association Committee may be given following a telephone call or email to all Association Committee members, for which the decision and subsequent actions will be recorded and presented for the record at the next available meeting.

7. General Meetings

7.1 The Annual General Meeting of the Association shall be held between 1st May and 31st August (inclusive) each year or within 4 (four) weeks thereafter. At least twenty-eight (28) clear days' notice in writing shall be given by the Association Secretary to each Association Officer, Association Co-ordinator and Association Deputy. Notice given electronically shall be deemed to be notice in writing.

7.2 The elected Chair, or in their absence the Vice Chair, will be responsible for the management of the meeting. If the current Chair and Vice Chair are not available, Association Officers shall choose a volunteer Officer as Chair for that meeting only, with full authority and responsibility over the meeting.

7.3 The Association Officers may at their discretion declare the Annual General Meeting or any Extraordinary General Meeting be open to all Association Members residing in Wiltshire. At the discretion of the Chair of the Meeting such invitees may be permitted to vote in person at such meeting.

7.4 At the Annual General Meeting, authorised voters shall elect the Association Officers, and appoint the Auditor and Independent Examiner, as appropriate.

7.5 Nominations for the Association 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 Association Officers standing for re-election shall not be required to deliver such notice. In the event of no nominations being received, or active nomination(s) being withdrawn prior to or at the Meeting, the Chair may accept nominations from the floor.

7.5 An Extraordinary General Meeting may be convened at the discretion of the Chair, or by application to the Secretary by a minimum of three (3) Association Officers.

8. Conduct at Meetings

8.1 At any Association meeting, a minimum of three Association Officers present is required to constitute a quorum.

8.2.1 Any Association Officer who may be considered by the majority of those present at that meeting, to have a personal or professional conflict of interest on a matter being debated and/or voted upon, may be directed by the Chair to leave the room during the debate and/or abstain from the vote. Failure to comply with such a request may result in immediate termination of post, or the Chair may take other measures as deemed necessary by circumstance.

8.2.2 If the Chair is regarded as having a conflict of interest on an item, the committee should appoint the Vice Chair, or alternatively elect a temporary Chair for that item only, who may proceed as 8.2.1 above.

8.3 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 Association Officer or Association Co-ordinator and/or their Deputy. This shall be adjudicated by an independent ex officio person, and the outcome recorded in the Minutes of that meeting.

8.4 In the event of an equal number of votes cast on any matter, the Chair of that meeting (or item if 8.2.2 above, applies) shall have a second or casting vote.

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

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

9. Finance

9.1 The financial year shall end annually at midnight on 31st December.

9.2 All monies raised by or on behalf of the Association shall be applied to further the purposes of the Association. 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 Association Treasurer (internal) 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 Association Committee, the Chair, or Vice Chair, 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 by an authorised party.

9.4 Where relevant, a bank account shall be maintained in the name of the Association with such bank as the Association Officers shall from time to time decide. The Association Officers shall authorise in writing nominated Association 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.

9.5 The committee will review procedures and create a suitable policy if and when electronic banking becomes essential.

10. Dissolution

10.1 If the Association Committee decides by a simple majority it is necessary or advisable to dissolve the Association, the Association Officers shall call an Extraordinary General Meeting stating the terms of the Resolution to be proposed thereat. Such resolution shall be passed upon a result of a minimum of 75% (inclusive) voting in favour. The Association Officers shall then be required to declare intended method of disposal of all 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 Association Officers may decide, or may be applied for some other charitable or Neighbourhood Watch purpose. The Association Committee shall not be deemed dissolved until all assets have been completely and lawfully disposed.

11. Amendments to the Constitution

11.1 Any proposed alterations to this Constitution shall require the agreement of not less than seventy-five percent (75%) 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 twenty-one (21) clear days before the Meeting at which the alterations are to be proposed. At least fourteen (14) 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 Association Co-ordinator and Association Deputy.

11.2 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 Association 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 Wiltshire Neighbourhood Watch Association, I hereby declare that this constitution was approved and adopted at our Annual General Meeting held at Headquarters Wiltshire Police on Saturday 25th June 2016.

Signature:

Name:

Role:

Date:

Signature:

Name:

Role:

Date:

Addendum

Subscripts

- 1. 'Association Committee'** A group of individuals lawfully appointed to the committee and charged with running the Wiltshire Neighbourhood Watch Association in accordance with this constitution (S3, first para).
- 2. 'Association Member'** refers to an individual who is a member of a recognised and approved Neighbourhood Watch scheme (S3.2).
- 3. 'Association Officer'** A member of the Wiltshire Neighbourhood Watch Association committee (S3.5).
- 4.** Registered (where mentioned) and approved through the Neighbourhood Watch/Community Messaging website (S4.1).
- 5. 'Association Co-ordinator'** A member of the Association appointed as Scheme, Area or Community Area Co-ordinator (S4.1).
- 6.** Where personal information is affected, pertinent detail(s) may be withheld due to Data Protection requirements (S4.4).

Changes since v2.4

2.5. 05/06/2016

1 change. At 4.2. Last sentence amended

Was *'The Association Officer roles of Chairman, Vice Chairman and Treasurer (internal), may not be seconded, although advisors may be permitted by committee consensus.'*

Now reads *'If a Deputy has been appointed for a Co-ordinator who is also an Association Officer, that person may not deputise for that Officer's role on the committee.'*