



## **Horsham District Neighbourhood Watch Association (HDNWA)**

### **Constitution**

#### **Title**

The name of the Organisation is the **Horsham District Neighbourhood Watch Association** (hereinafter “the Association” or “HDNWA”)

#### **1. AIMS and OBJECTIVES**

These will be consistent with those of the Neighbourhood Watch Network (NWN) and Sussex Neighbourhood Watch Federation. The Association being part of the local community within the Horsham District Council (HDC) area, shall encourage and support individual residents in the area to be part of a local Neighbourhood Watch (NW) group or help them form a NW group in their local neighbourhood, for the benefit and the wellbeing of their neighbours and community in general. This shall include but is not limited to providing support and assistance to others in their NW, holding or being part of local community events, circulating and improving individuals’ awareness of crime, the prevention and detection of crime, reducing the fear of crime, improving community safety, and act as and provide liaison between the local community and Sussex Police. The Association shall be ‘not for profit’, non-party in politics and conduct its business under the ethos of equal opportunity and non-discrimination and expects the same of its members.

#### **2. MEMBERSHIP**

All individuals, their families and their households who reside and join in a local Neighbourhood Watch scheme or group within the HDC area shall be considered Members of the Association.

#### **3. ORGANISATION AND STRUCTURE**

3.1 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. Local NW Street Schemes / Watches will be under the oversight of a Main Coordinator (MC) and, where possible, a Deputy or Deputies.

3.2 New NW Main Coordinators and Deputies are required to undergo a Police basic 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.

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

#### **4. COMMITTEE and EXECUTIVE COMMITTEE**

4.1 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.

4.2 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 or co-opted Committee Members shall form a quorum for any Committee meeting.

4.3 The Committee shall consist of a maximum of twenty (20) elected or co-opted members, including from their numbers the following six (6) Executive Committee Members: Chair, Vice-Chair, Treasurer, Secretary, Working Group and Projects Leader, and Liaison Officer.

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

4.5 The Executive Committee may appoint at its discretion and in addition, an Honorary President to serve until they stand down or the Executive Committee deem that it is in the interests of the Association that they do so. The Honorary President will have voting rights but without the need to be involved in the day to day running unless it is of their choosing. Their role as the Association's 'Figurehead', will be to offer guidance and support to Committee members.

4.6 Any elected Committee or co-opted 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 Committee.

4.7 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)**

5.1 The Secretary shall each year convene an Annual General Meeting (AGM) to be held, if possible, between September and November on a date agreed by the Executive Committee.

5.2 The Executive Committee may also call an Extraordinary General Meeting (EGM) of the members in addition to an AGM should this be deemed necessary. The same rules and procedures will apply as to an AGM. The membership of the Association shall be notified of the AGM and EGM meetings by email to their registered email addresses at least 21 days in advance of the meeting. Failure to receive such an email shall not invalidate an AGM or EGM provided notice is published on the Association website at least 14 days in advance of the meeting.

5.3 All matters at an AGM or EGM will be decided by a simple majority of voting Members present, the Chair having a casting vote. A minimum of five (5) Members shall form a quorum for such meetings.

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

6.1 Elections will be held at each AGM.

6.2. Nominations for membership of the Committee, including self-nominations, 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 AGM. In the event of there being more vacancies than nominations, the Chair may take additional nominations from the floor. Those elected shall be known as Committee Members.

6.3 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, so that the Aims and Objectives of the Association are achieved, subject always to Clause 4.3.

6.4 The selection of an Auditor, Independent Examiner or Certifying Officer, together with the approval of any required fees, shall be confirmed at the AGM. Nominations for the role of Auditor, Independent Examiner or Certifying Officer, 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.

6.5 Committee members, Auditor, Independent Examiner or Certifying Officer shall retire at each AGM; they are however eligible for re-election.

## **7. COMMITTEE MEETINGS**

7.1 Committee Meetings shall be held at regular intervals, called by the Secretary, which Committee Members are expected to attend. Committee members are also expected to attend AGMs and EGMs. Apologies for absence are to be given before the start of any such meeting.

7.2 Executive Committee Members shall have the power to make decisions between meetings and to report these to the Secretary as soon as reasonably practicable and at the next Committee meeting.

7.3 Committee Meetings, AGMs and EGMs shall ordinarily be held face-to-face unless, after consultation with the Secretary and Vice-Chair, the Chair decrees that a virtual or remote 'online' meeting is acceptable.

7.4 All communications of the Association may be by electronic means unless a particular Member requests otherwise and it is reasonable to do so.

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

## **8. FINANCE**

8.1 All monies raised by or on behalf of the Association shall be used to further its Aims and Objectives.

8.2 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, fundraising events or other such prudent, reasonable and legal means as endorsed by Executive Committee Members.

8.3 The Association's Treasurer shall maintain full and proper accounts of the Association's finances and expenditure showing a true and fair view at all times and shall produce them when requested by the Executive Committee.

8.4 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.

8.5 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. Nothing shall prevent the payment in good faith of reasonable out-of-pocket expenses incurred by any Member.

8.6 The Association's financial year shall be from the 1st of September to the 31st of August.

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

8.8 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 NWN or Sussex Neighbourhood Watch Federation.

## **9. CONSTITUTION**

A copy of this Constitution shall be made available in print and supplied on request to the Secretary and also published on the Association's Website. Any proposed changes to the Constitution must be submitted in writing and received by the Secretary at least 28 days in advance before any AGM or EGM. Members shall be informed of the proposed changes at least 21 days before the meeting. Changes to this Constitution will be decided by a simple majority at the AGM or EGM, the Chair having a casting vote.

## **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 EGM after all liabilities have been discharged. If no such meeting can be convened all remaining funds and assets will be donated to Sussex Neighbourhood Watch Federation or NWN.

**End**