



## **WATERLOOVILLE AND DISTRICT NEIGHBOURHOOD WATCH ASSOCIATION**

### **CONSTITUTION**

#### **1. NAME**

- 1.1 The Association shall be called the Waterlooville and District Neighbourhood Watch Association (hereinafter referred to as 'The Association').
- 1.2 The District covered by the Association (hereinafter referred to as 'the District') comprises the following Neighbourhoods (subject to change from time to time according to Police organisation). (In most cases these Neighbourhoods are coterminous with the local authority wards or parishes shown, although there are some minor local variations.)
  - (a) Waterlooville South (Purbrook and Stakes).
  - (b) Waterlooville Central (Waterloo and the town centre business area).
  - (c) Waterlooville North (Cowplain and Hart Plain).
  - (d) South of Butser (Horndean and Clanfield). (Note: For police purposes, the parish of Rowlands Castle also forms part of the South of Butser Neighbourhood but, for historic reasons, this parish remains served by Havant Neighbourhood Watch Association.)
- 1.3 The Association shall not discriminate on the grounds of party politics, religion, race, disability, gender or sexual orientation.

#### **2. AIMS AND OBJECTIVES**

- 2.1 To support and represent Neighbourhood Watch schemes throughout the District.
- 2.2 To strive to prevent crime and the fear of crime, support the vulnerable in the District and foster community spirit.
- 2.3 To foster the development of existing Neighbourhood Watch schemes and encourage the creation of new schemes.
- 2.4 To work in conjunction with the Police and relevant local authorities in the support of all Neighbourhood Watch schemes.
- 2.5 To maintain, and improve where possible, the free flow of information between the Association, its schemes and the Police.
- 2.6 To provide a representative voice to pursue the collective objectives of members and to promote good citizenship and a greater public participation in the reduction and detection of crime.
- 2.7 To encourage an increased awareness of crime and crime patterns within Neighbourhood Watch areas.

2.8 To provide an organisational link between the constituent Neighbourhood Watch areas and the Hampshire Neighbourhood Watch Association.

### **3. MEMBERSHIP**

- 3.1 Membership must be open to all Neighbourhood Watch schemes within the District. Membership of the Association is not mandatory to the creation of, or continuance of, Neighbourhood Watch schemes, but affiliation to the Association is to be encouraged.
- 3.2 Each member scheme (later referred to as 'the Member') will be represented by its Coordinator or his/her nominee.
- 3.3 All schemes within a Police Neighbourhood (as defined in clause 1.2 above) will be organised and represented on the Committee by one or more volunteer Area Coordinators, whose appointments will have been approved by the police in accordance with Force NW Policy. In the event that there is more than one volunteer for any of these posts, the Chairman of the Association shall appoint from the candidates after taking whatever advice may be thought necessary from the outgoing Area Coordinator and the police representatives on the committee (except in the event that the Chairman is one of the candidates, when this function will be devolved to the other members of the committee voting by simple majority).

### **4. MEETINGS**

- 4.1 The Annual General Meeting will be held before the end of May each year. At least 21 days clear notice of this meeting shall be given in writing by the Committee to all Members. The notice will require any nominees seeking election to the posts referred to in Clause 4.2 to give at least 14 days written notice of their intent, to the current Secretary of the Association, giving the names of a proposer and a seconder who shall themselves be members of the Association and who intend to be present at the Annual General Meeting.
- 4.2 The business of the Annual General Meeting will include:
- a) an annual report on the work done by, or under the auspices of, the Committee on behalf of the Association.
  - b) the presentation of audited accounts.
  - c) the election of a Chairman, who shall have had at least six months experience as a Neighbourhood Watch Group Coordinator or Area Coordinator, and whose candidacy is approved by the police in accordance with Force NW Policy. In the event that there is more than one candidate for the position of chairman, each of the candidates will be invited to address the meeting for a maximum of four minutes, following which a vote will be taken (in the absence of the candidates) from those present at the meeting on the basis of one vote per scheme. In the event of a tie the incumbent chairman shall have the casting vote (or, if the incumbent chairman is also one of the candidates, he or she shall remain in post).
  - d) the election of the Secretary and Treasurer, whose candidacy is approved by the police in accordance with Force NW Policy. In the event that there is more than one candidate for the position of Secretary or Treasurer, each of the candidates will be invited to address the meeting for a maximum of four minutes, following which a vote will be taken (in the absence of the candidates) from those present at the meeting on the basis of one vote per scheme. In the event of a tie the chairman shall have the casting vote.

4.3 An extraordinary meeting may be called upon the written request of no less than 5% of Members of the Association.

4.4 The quorum necessary for the transaction of business at the Annual General Meeting or an extraordinary meeting shall be 5% of Members of the Association.

4.5 At least four full committee meetings shall take place each year. A minimum of five committee members, of whom one is an elected official of the Association, shall form a quorum.

## **5. COMMITTEE**

5.1 The Committee shall consist of:

- a) The Chairman, Secretary and Treasurer.
- b) The Area Coordinators of the District.
- c) The Police Sector Inspector or his/her nominee (ex-officio).
- d) The Police Crime Prevention Officer (ex-officio).

5.2 In the event of a resignation of a committee representative during the year, the committee may co-opt a replacement until the next Annual General Meeting.

5.3 If necessary the Committee may from time to time co-opt up to three additional non-voting members with specialist crime prevention skills or interests. Co-option shall be for a maximum of one year, but may be renewed on the recommendation of the Officers.

## **6. FINANCE**

6.1 All funds belonging to the Association shall be applied only in furthering the aims of the Association.

6.2 The Treasurer shall keep proper accounts of the finances of the Association.

6.3 All money required may be obtained by donations, grants, sponsorship or other fund raising activities. No membership or subscription fees will be payable. All monies of the Association not immediately required for its purpose shall be invested by the Committee.

6.4 An account shall be held in the name of 'Waterlooville and District Neighbourhood Watch Association' into which all monies of the Association shall be paid. All cheques, withdrawals and inter-account transfers above £50 will require signature by two of the three signatories approved by the Committee.

6.5 At the discretion of the committee, payments of up to a maximum of £50 in any one financial year may be made to each officer and each Area Coordinator to defray expenses incurred in the course of their duties.

6.6 The financial year shall be from 1 April to 31 March.

6.7 The Association accounts shall be audited annually and certified by either one qualified accountant or registered auditor or two unqualified individuals nominated by the Committee.

## **7. RECORDS**

7.1 Minutes of any meeting of the Association or its Committee shall be recorded.

## **8. ALTERATION TO THE CONSTITUTION**

8.1 Any alteration to the Constitution can only be made by a simple majority of members present at a General Meeting. Notice of such alteration must have been received by the Secretary not less than twenty-eight clear days before the meeting at which the alteration is to be considered.

## **9. DISSOLUTION**

9.1 If the Committee, by a simple majority, decides at any time, on the grounds of expense or otherwise, that it is necessary or advisable to dissolve the Association, it shall call an extraordinary meeting of all members who will have the power to vote. Twenty-one days notice of the meeting must be given in writing, stating the details of the resolution. If the resolution is confirmed, it must be by a two-thirds majority of those present. The Committee shall have power to dispose of any assets held by, or on behalf of, the Association to a Charity or other suitable organisation as agreed by the committee.

(A) The above Constitution agreed at the AGM on 20 May 1998.

(B) Amended in accordance with proposal at AGM on 26 May 1999.

(C) Further amended in accordance with proposal at AGM on 28 May 2008.