

Cheshire NEIGHBOURHOOD WATCH CONSTITUTION

DATE OF ADOPTION: 12 September 2016

VERSION: [1.01]



1. Name of the Organisation

1.1 The name of the organisation is Cheshire Neighbourhood Watch Association (hereinafter referred to as “CNWA” or “the Association”).

1.2 The Association is a not for profit organisation, non-party in politics, 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 Association Groups located across Cheshire.
- 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 Committee¹:

3.1 Promote and assist in the development of Neighbourhood Watch Association Groups² across Cheshire 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 Members³, exchange information and share and promote best effective practice and acceptable behaviour and performance standards throughout the Neighbourhood Watch movement, 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, 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 Cheshire. Represent the views and needs of Association Members and exchange information where appropriate to/with Authorities and the Neighbourhood Watch movement.

3.5 Raise funds, invite and receive donations from any persons, accept gifts and borrow or raise money in such a prudent, reasonable and legal manner as the Association Officers think fit.

¹ The Association Committee shall consist of elected Association Members.

² CNWA Members are currently organised into four geographic Neighbourhood Watch Association Groups, aligned with local authority areas.

³ An Association Member is any registered Neighbourhood Watch Coordinator, approved by the CNWA.

4. Membership

4.1 As of the date of adoption of this constitution, the voting membership shall consist of any registered Neighbourhood Watch Coordinator, approved by the CNWA (hereinafter referred to as an Association Member).

4.2 The process for becoming an Association Member is set out in the document “Cheshire Neighbourhood Watch Association Membership” which will be reviewed from time to time.

4.3 CNWA Members are organised into four geographic Neighbourhood Watch Association Groups, currently aligned with local authority areas. Each Association Group will elect up to a maximum of two Association Members, who reside within their group geographic area, to become Association Officers. These elected Association Officers will become Association Committee Members.

4.4 Election of officers will be completed prior to the CNWA Annual General Meeting in accordance with 5.5. The current Association Committee Secretary will give at least twenty eight days’ notice in writing to all Association Members confirming the election date and process. Notice given electronically shall be deemed to be notice in writing.

4.5 Nominations for the Association Officers shall be submitted to the current Association Committee Secretary at least fourteen days before the electronic ballot. Retiring Association Officers standing for re-election shall not be required to deliver such notice.

4.6 At the discretion of the Association Committee potential new Association Members may be invited to attend Association meetings.

4.7 Additional representation nominated by Cheshire police 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.

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

5. Association Officers

5.1 The Association Committee shall consist of elected Association Members (hereinafter referred to as Association Officers). From within this group there will be a Chair, Vice Chair, Secretary, Treasurer (if relevant), Scheme Register Administrator and Communications Administrator.

5.2 The Association Officers shall have the power to co-opt additional Association Members residing in Cheshire, to fill vacant positions, extend current positions or assist the Association Officers should the need arise, in order to maintain the integrity and effectiveness of the Association.

5.3 The Association Officers will choose a Cheshire Neighbourhood Watch Association representative to attend national meetings from within the Association Committee.

5.4 The Association Officers may appoint sub-committees and shall determine their aim, terms of reference, powers, duration and composition. Sub-committees will report back to the Association Committee.

5.5 Association Officers shall automatically retire at their second Annual General Meeting of the Association. Retirees can stand for re-election. Posts shall be staggered to ensure the entire Association Committee does not retire simultaneously.

6. Termination of Membership

6.1 An Association Officer may resign by giving written notice to the Association Secretary.

6.2 The Association Committee has the right, to decline, suspend or terminate the membership of any Association Member. Any Association Member facing such action has the right of appeal to the Association Committee.

6.3 An Association Member whose behaviour is in breach of the Neighbourhood Watch Network Code of Conduct will be subject to measures agreed by the committee.

6.4 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 in the final quarter of each calendar year. At least twenty eight clear days' notice in writing shall be given by the Association Secretary to each Association Member. 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 At the Annual General Meeting Association Members shall appoint an Auditor, as appropriate.

7.4 Positions within the Association Committee will be determined by the Association Committee Members.

7.5 An Extraordinary General Meeting may be convened at the discretion of three 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 Association Committee Members must declare any personal or professional conflict of interest at the start of each meeting and not take part in the vote.

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 Committee Member. This shall be 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 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 record all proceedings and resolutions.

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

9. Finance

9.1 The financial year shall end on 30th September.

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 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 members of the Association Committee, 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 statements, cash records 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 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, 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. Such resolution shall be passed upon a result of a simple majority of those members present voting in favor. The Association Officers shall then be required to declare the 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 objectives similar to the objectives 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.

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11. Amendments to the Constitution

11.1 Any proposed alterations to this Constitution shall require the agreement of a simple majority of those members present. Notice of any such alteration must have been received by the Secretary in writing not less than seven clear days before the Meeting at which the alterations are to be proposed.

12. Declaration of Adoption

12.1 On behalf of the Cheshire Neighbourhood Watch Association, I hereby declare that this constitution was approved and adopted on **12th September 2016**.

Name: Ian Walton **Role:** Cheshire Neighbourhood Watch Steering Group Member

Signature: **Date:**

Name: Joan Gibbison **Role:** Cheshire Neighbourhood Watch Steering Group Member

Signature: **Date:**

Name: Ian Welch **Role:** Cheshire Neighbourhood Watch Steering Group Member

Signature: **Date:**

Name: Martin Mullen **Role:** Cheshire Neighbourhood Watch Steering Group Member

Signature: **Date:**

Name: Adam Eeles **Role:** Cheshire Neighbourhood Watch Steering Group Member

Signature: **Date:**