



NORTHAMPTONSHIRE NEIGHBOURHOOD WATCH ASSOCIATION

CONSTITUTION

DATE OF ADOPTION: 06th October 2020

VERSION: Rev. 02

1. Name of the Organisation

1.1 The name of the organisation is “Northamptonshire Neighbourhood Watch Association” (hereinafter referred to as ‘the Association’).

1.2 The Association shall be an unincorporated, not for profit organisation, without political affiliation, non-sectarian in religion, operating an equal opportunities and non-discriminatory policy and will embrace and encourage diversity.

2. Objectives of the Organisation

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

3. Powers

In furtherance of the said Objectives, the Association will strive to:

3.1 Promote and assist in the development of Neighbourhood Watch Associations and Groups across Northamptonshire and participate in the wider promotion of Neighbourhood Watch more 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 practices. Additionally promote acceptable behaviour and performance standards amongst all Neighbourhood Watch entities and, where appropriate, with other organisations. Provide relevant, accurate and timely information to the public and media in the appropriate context and circumstances, whilst being always within the approved guidelines.

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 with the holding of meetings, seminars, training courses, exhibitions and/or similar.

3.4 Act as a consultative and advisory body to Authorities on matters affecting Neighbourhood Watch in Northamptonshire. 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, receive and handle donations from any persons or bodies by way of subscription or otherwise, in such a prudent, reasonable and legal manner as to be aligned in principle with charity law (Charities Act 2011) and the Fundraising Regulator's Code of Practice (2019).

4. Membership

4.1 As of the date of adoption of this constitution, the voting membership shall consist of any recognised and authorised Neighbourhood Watch Association and/or Group within Northamptonshire, collectively known as 'Association Members'. Where no Association or Group exist, the Chairperson may invite potential organisers to attend Association meetings.

4.2 Each Association Member shall be entitled to appoint a representative and, at their option, a deputy who is both a member of Neighbourhood Watch and resides within Northamptonshire.

4.3 An Association Member must give written notice to the Association of the name of its representative and any deputy. The nominee shall not be entitled to represent the respective Association or Group unless the notice has been received by the Northamptonshire Neighbourhood Watch Association.

4.4 Membership is not transferable to anyone else and the Executive 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 cases, the Executive Officers must inform the applicant in writing of the reasons for the refusal within 14 (fourteen) days of the decision being made, and consider any written representations the applicant may make about the decision. The Executive Committee's decision following any written representations must be notified to the applicant in writing but shall be final. Multiple Executive Officer roles shall **not** normally be held by a single individual except under exceptional circumstances, and where unavoidable, only for a limited and clearly defined period.

4.5 Additional representation nominated by Northamptonshire police and/or the local authority, shall be entitled to attend and speak at meetings but will not be deemed an Association Member nor permitted to vote on any issue.

4.6 The Association shall keep a register of the names and contact details of the Association Members, including authorised representatives and any deputies, which must be made available for inspection to any Association member upon request. The required Register shall normally be kept on the Neighbourhood Watch Network registration system.

5. Executive Officers

5.1 At a minimum, the Executive Committee shall consist of district Association Members who are duly elected at an Annual General Meeting to the following Association positions; Chairperson, Deputy Chairperson, Secretary and Treasurer. The Executive Officers, who jointly form the Executive Committee shall be responsible for the general control and management of the Association.

5.2 The remaining Executive Officer roles shall consist of up to 6 (six) additional Neighbourhood Watch members, who are District Association Members and who reside in Northamptonshire, represent Northamptonshire's County districts/regions and support and contribute towards the integrity and effectiveness of the Association.

5.3 The Executive Officers shall 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 recorded and reported back to the Executive Officers fully and promptly.

5.4 Each of the Executive Officer roles (Sects 5.1) shall be for a maximum period of 3 (three) years, the role becoming vacant at the Annual General Meeting held on or prior to this maximum period being met. Existing Executive Officers may seek re-election, at the time their role becomes vacant, for a second period in office.

5.5 Executive Officers may **not** seek re-election to a third, consecutive period in the same office. A period in office may be reduced earlier by the resignation of the individual in role; or by a quorum consisting of a minimum of two thirds of Executive Committee members calling for an Extraordinary AGM meeting at which a fair and equitable election process for that position or role will be instigated.

6. Termination of Membership

6.1 An Executive Committee Officer may resign by giving written notice to the Association Secretary. An Authorised Representative may resign by giving written notice to their nominee, the Association Member, who shall inform the Association Secretary accordingly.

6.2 The Executive Committee, by simple majority, shall have the right with good and sufficient intent or reason, to decline, discipline, suspend or terminate the membership of any Association Member. Regardless, the Authorised Representative(s) representing that Member shall be afforded the opportunity of being heard by the Executive Committee before a final decision is made.

6.3 The Executive Committee shall have the right, in partnership with the district Association Members for the Area concerned, to decline, discipline, suspend or terminate the membership of any Neighbourhood Watch member in Northamptonshire, including a member of any Committee or sub-Committee, who displays unacceptable behaviour commits any illegal act, or conducts themselves in a manner which threatens to bring into disrepute the good name or reputation of Neighbourhood Watch or its members.–Such a member shall be afforded the opportunity of being heard by the Executive Committee before a final decision is made and executed.

6.4 The agreement by a simple majority of the Executive Officers shall be necessary to decline, discipline, suspend or terminate any membership.

7. General Meetings

7.1 The Annual General Meeting of the Association shall be held in October of each year, or as soon as practicable (no later than 28 days) after the anniversary of the previous year's AGM meeting.

A minimum of 28 (twenty-eight) days' notice shall be formally promulgated by the Association Secretary to each Executive Officer and Authorised Representative. Notice given either via letter or by e-mail shall be deemed to be formal notification of the meeting to members.

7.2 The Executive Officers may at their discretion declare the Annual General Meeting or any Extraordinary General Meeting to be open to all Neighbourhood Watch members residing in Northamptonshire. At the discretion of the Chairperson of the Meeting, such invitees may be permitted to vote in person at such Meeting.

7.3 At the Annual General Meeting, Authorised Representatives shall elect the Executive Officers, and appoint Auditors and/or Independent Examiners, as may be appropriate.

7.4 Nominations for the Executive 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. 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 Chairperson, nominations may be accepted from the floor. Successful nominees, accepted from the floor, shall be subject to review to assure suitability for the elected role.

7.5 An Extraordinary General Meeting may be convened at the discretion of the Executive Officers, or by a written request being made to the Secretary by at least two thirds of the Authorised Representatives stating the specific reasons. The Secretary shall within a reasonable time, and in any case within 28 days from receiving the request, convene the meeting subject to a minimum of 14 (fourteen) days' clear notice being given to each Executive Officer and Authorised Representative. Every such person shall be entitled to attend and vote at the Extraordinary General Meeting.

8. Conduct at Meetings

8.1 At Association meetings, a simple two-thirds majority vote of the Association's Membership present, excluding the Executive Committee, shall constitute a quorum. The quorum shall contain a minimum of at least fifty (50) registered, Association members.

8.2 Resolutions shall be proposed and seconded, and ordinarily be passed by a simple majority of votes by a show of hands. However, where the result remains in doubt after the show of hands, the vote may be supplemented by a simple paper ballot, requested by an Executive Officer, to remedy any doubt.

A secret ballot may be held upon the request of any Executive Officer or Authorised Representative, prior to the meeting being called. The secret ballot shall be adjudicated by an independent ex officio person, and the outcome shall be recorded in the Minutes of that meeting.

8.3 The Chairperson of a meeting, where entitled to vote, shall in the event of a tie also have a second or casting vote at that meeting. This casting vote shall be final and binding on Members and the Association.

8.4 Meeting minutes shall be kept by the Executive and all sub-Committees, and the Executive Secretary, or delegate, shall enter therein a record of all proceedings and resolutions.

8.5 The Association shall meet normally on a quarterly basis, and in any case not less than 3 (three) times in any twelve month rolling period. Meeting notifications shall be promulgated providing at least 28 (twenty-eight) clear days' notice to each Association Member.

9. Finance

9.1 The financial year shall end on the 31-July of each year, and a summary of the Association's financial accounts shall be presented to Members at the subsequent Annual General Meeting.

9.2 All monies raised by or on behalf of the Association shall be applied to further the declared purpose of the Association and shall not be spent 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 Association's 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 Executive Committee, a true and accurate view of the financial status of the Association.

In addition, the Treasurer will produce for inspection at any reasonable time and given reasonable notice, all financial documentation, including all bank and cash books, relating to the Association.

9.4 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.

All cheques must be signed by two authorised signatories and other payments, including internet banking, shall always be made within the remit of the Association's agreed Financial Policy and Procedures.

10. Dissolution

10.1 If the Executive Officers and Authorised Representatives jointly determine, by a simple majority, it is necessary or advisable to dissolve the Association, the Executive Committee shall call an Extraordinary General Meeting stating the terms of the Resolution to be proposed thereat. If such decisions should be confirmed by a simple two-thirds majority vote of those present and voting at such meeting, the Executive Officers shall have the power to dispose of any assets held by or on behalf of the Association.

The AGM quorum shall contain a minimum of at least fifty (50) registered, Association members.

10.2 Any assets remaining after the satisfaction of any proper debts and/or liabilities shall be given or transferred to such other charitable institution or institutions having objectives similar to the objectives of the Association, as the Executive Officers may decide proper and appropriate, or may be applied for some other charitable or Neighbourhood Watch purpose.

11. Amendments to the Constitution

11.1 Any proposed alterations to this Constitution shall require the assent of not less than a two thirds (67% ~ sixty-seven percent) majority of votes of those present and eligible to vote at an Annual General Meeting. Notice of any such proposed alteration must have been received by the

Secretary in writing not less than 28 (twenty-eight) clear days before the Meeting at which the alterations are to be proposed.

At least 14 (fourteen) clear days' prior to the above meeting, a notice in writing (which may be served electronically) setting out the detailed terms of the proposed alterations, must be sent by the Secretary to each and every Executive Officer and Authorised Representative.

11.2 No alteration to Clause 2 (Objectives), Clause 10 (Dissolution) or this Clause 11 (Amendments to the Constitution) shall come into force until the unanimous approval of the Executive Committee has been given. No other alterations shall be made which would have the effect of causing the Association to cease to operate as if it were aligned, in principle, to a charity at law.

11.3 In circumstances where minor changes to the Constitution are deemed necessary, such changes shall be agreed and made following a simple two-thirds vote of approval by the Executive 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 Northamptonshire Neighbourhood Watch Association, we hereby declare that this constitution was presented to the Executive Committee on 06th July 2020 for their consideration and review.

This revised Constitution, provisionally accepted by the Executive Committee, will be presented for adoption at the Annual General Meeting to be held on 06th October 2020.

12.2 Signatures