

Sussex Neighbourhood Watch Federation

Registered Charity Number 1059756

Constitution

1. Definitions

- 1.1 The name of the Federation shall be SUSSEX NEIGHBOURHOOD WATCH FEDERATION (hereinafter called “The Federation”).
- 1.2 Responsible Authorities are those as defined within the Crime and Disorder Act 1998.
- 1.3 Authorised Representative shall mean a Neighbourhood Watch member, duly accredited by Sussex Police as a scheme co-ordinator, who represents a local scheme, Group or Association to the Federation.

2. Objectives and Powers

- 2.1 To promote good citizenship and greater public participation in the prevention and detection of crime and to alleviate public fear of crime and to promote effective liaison between the Public and the Responsible Authorities within the Sussex Police force area.
- 2.2 The Federation shall be a charitable not-for-profit organisation, non-party in politics and operate an equal opportunities and non-discriminatory policy.

In furtherance of the said Objectives, but not otherwise, the Federation may:-

- 2.3 Provide services for and on the behalf of all Neighbourhood Watch Associations and Neighbourhood Watch Groups in the Federation area.
- 2.4 Act as a consultative and advisory body to Responsible Authorities on matters affecting Neighbourhood Watch in Sussex.
- 2.5 Represent the views and needs of its members to the Sussex Police and vice versa.
- 2.6 Represent the views and needs of its members to the South East England Regional Neighbourhood Watch Forum (SERF) and vice versa.
- 2.7 Act as a forum, co-ordinate resources and provide common services for its members as appropriate.
- 2.8 Promote and assist in the development of Neighbourhood Watch Associations and Groups in Sussex, and the promotion and development of Neighbourhood Watch generally.
- 2.9 Arrange, provide for, or assist in the holding of exhibitions, meetings, lectures, seminars, training courses or the like.
- 2.10 Carry out research and surveys, collate and disseminate information on matters affecting Neighbourhood Watch in Sussex, and exchange such information with other relevant bodies.

- 2.11 Produce and distribute such documents, films and/or recorded matter as shall further the above purposes.
- 2.12 Raise funds, invite and receive donations from any persons or bodies by way of subscription or otherwise.
- 2.13 Accept gifts and borrow or raise money in such a manner as the Federation shall think fit, subject to such consents as required by law.
- 2.14 Invest the monies of the Federation not immediately required for its purposes in such prudent, reasonable and legal investments as may be deemed fit, subject to such conditions as may be imposed or required by its charitable status.
- 2.15 Do all such lawful things as necessary for the attainment of the said Objectives.

3. Membership

- 3.1 Membership of the Federation shall be open to all recognised Neighbourhood Watch Associations and Groups in Sussex, and any Sussex Neighbourhood Watch Search Teams recognised by Sussex Police.
- 3.2 Authorised Representatives shall be entitled to vote at General Meetings of the Federation.
- 3.3 The nominated representative of Sussex Police, or his/her nominee, shall be an ex-officio member of the Federation.

4. Termination of Membership

- 4.1 An Authorised Representative may resign by giving written notice to the Secretary.
- 4.2 The Executive Committee shall have the right, for good and sufficient reason, to suspend or terminate the membership of an Association or Group provided that the Authorised Representative is afforded the opportunity of being heard by the Executive Committee before the final decision is made.
- 4.3 The Executive Committee shall have the right, in partnership with the Authorised Representatives for the area concerned, to discipline, suspend or terminate the membership of any Authorised Representative in Sussex, who displays unacceptable behaviour, commits any illegal act, or conducts themselves in a manner which threatens or may threaten to bring into disrepute the good name or reputation of Neighbourhood Watch or its members, or causes or may cause Neighbourhood Watch members to resign. Such a person shall be afforded the opportunity of being heard by the Executive Committee before the final decision is made.
- 4.4 The agreement by a simple majority of the Executive Committee shall be necessary to discipline, suspend or terminate any membership.

5. Executive Committee/General Committee

- 5.1 The Executive Committee shall comprise such Authorised Representatives as shall be elected at the Annual General Meeting and will consist of the following Executive Officers: Chairman, Deputy Chairman, up to five Vice Chairmen, Secretary, Treasurer, up to three Sales Officers.

- 5.2 In addition, a representative nominated by Sussex Police, or a nominated deputy, shall be an ex officio member of the Executive Committee, but will not be deemed to be an Executive Officer or be entitled to vote.
- 5.3 The General Committee shall comprise in addition to section 5.1 such Authorised Representatives as shall be elected at the Annual General Meeting and will consist of up to two Representatives of each Police Sector or District, or recognised settlement within a Police District where there is no other representation.
- 5.4 The Executive Committee shall have powers to co-opt up to 4 additional members.
- 5.5 The Executive Committee shall seek nominations or elect a representative and a deputy to SERF.
 - 5.5.1 Representatives to SERF will serve for a period of 12 months but shall be eligible for re-election.
 - 5.5.2 Selection will be by a simple majority vote.
 - 5.5.3 In the event of a tied ballot the Chairman will have a second casting vote.
- 5.6 The Executive Committee shall have the powers to enter into contracts on behalf of the Federation.
- 5.7 The Executive Committee may appoint such special or standing Committees as may be deemed necessary by the Committee and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing Committees shall be reported back to the Executive Committee fully and promptly.
- 5.8 The members of the Executive Committee shall be entitled to an indemnity out of the assets of the Federation for all reasonable expenses and other liabilities properly and necessarily incurred by them in the management of the affairs of the Federation, but this indemnity shall not extend to liabilities arising from any illegal act, wrongdoing or wrongful omission on the part of the member sought to be made liable.
- 5.9 The General Committee meets to receive reports from the Executive Committee, SERF and Sussex Police; to exchange ideas and share good practice.

6. Executive Officers, Executive Committee and General Committee Members

- 6.1 At the Annual General Meeting the Authorised Representatives shall elect the Executive Officers, and appoint the Auditor or Independent Examiner as appropriate.
- 6.2 Every effort should be made to elect at least one Vice Chairman resident in each Police Division to liaise with local Groups and Associations. However, in extraordinary circumstances as decreed by the Executive Committee, the Executive Committee does reserve the right to co-opt ANY Authorised Representative to fill vacant positions should the need arise in order to maintain the integrity of the overall Committee.
- 6.3 All Executive Committee and all General Committee members shall retire at each Annual General Meeting but shall be eligible for re-election.

7. Nomination of Executive Committee Members, General Committee Members and the Auditor or Independent Examiner

- 7.1 Nominations for the Executive Committee, duly proposed and seconded shall be delivered to the Secretary before the Annual General Meeting with the written consent of each nominee. In the event of no nominations being received for a post prior to the meeting, nominations may be accepted from the floor.
- 7.2 Nominations for the Auditor or Independent Examiner shall exclude members of the Executive Committee and General Committee and bar the elected Examiner from serving on the Executive or General Committees.

8. Patrons, etc

- 8.1 One or more Patrons may be elected by the members at an Annual General Meeting whether or not that person is an Authorised Representative of Neighbourhood Watch. A Patron shall be entitled to all privileges of membership except that they shall not be entitled to vote at meetings nor serve as an Officer.
- 8.2 In the absence of an election for one or more Patrons at the Annual General Meeting, the Executive Committee may elect any person as a Patron of the Federation for such a period as it thinks fit.

9. Standing Orders

- 9.1 The Executive Committee may make such rules for the conduct of its business and that of the Federation as it may deem necessary provided that these are consistent with the requirements of this Constitution.
- 9.2 The Executive Committee shall have the power to repeal and amend such rules (Standing Orders) as it may from time to time consider necessary for the well being of the Federation provided that these are consistent with the requirements of this Constitution.

10. Meetings of the Federation

- 10.1 The Annual General Meeting of the Federation shall be held in October or as soon as practicable within four weeks thereafter. At least 28 clear days notice in writing shall be given to each Authorised Representative in Sussex by the Secretary. Every Authorised Representative is entitled to attend and vote at the Annual General Meeting.
- 10.2 At the Annual General Meeting the business shall include:-
- 10.2.1 Minutes of the previous Annual General Meeting.
 - 10.2.2 Chairman's Report.
 - 10.2.3 Treasurer's Report and presentation of the Audited Accounts.
 - 10.2.4 Election of Executive Committee.
 - 10.2.5 Appointment of Auditor or Independent Examiner to review the Accounts.
 - 10.2.6 Any other business.
 - 10.2.7 Whenever necessary, consideration of and voting on proposals to alter this Constitution shall be in accordance with Clause 12 hereof.

- 10.3 An Extraordinary General Meeting may be convened at the discretion of the Executive Committee, or by a written request stating the specific reason(s) by at least ten other members, made to the Secretary, who shall within a reasonable time convene a meeting subject to twenty-one days notice.
- 10.4 The General Committee shall meet not less than twice a year.
- 10.5 The Executive Committee shall meet not less than twice a year, between General Committee meetings.

11. Finance

- 11.1 All monies raised by or on behalf of the Federation shall be applied to further the purposes of the Federation and not otherwise PROVIDED THAT nothing herein contained shall prevent the payment in good faith of reasonable out-of-pocket expenses.
- 11.2 The Treasurer shall keep proper accounts of the finances of the Federation.
- 11.3 A bank account shall be maintained in the name of the Federation with such bank as the Executive Committee shall from time to time decide. The Executive Committee shall authorise in writing any two out of four persons, one always being the Treasurer and three other Executive Committee members of the Federation who shall from time to time determine to sign cheques on behalf of the Federation. All cheques must be signed by two of the authorised signatories.
- 11.4 The financial year shall end on 31st August.
- 11.5 Accounts shall be scrutinised by the Auditor or the Independent Examiner and presented at each Annual General Meeting.

12. Alterations to the Constitution

- 12.1 Any alterations to this Constitution shall receive the assent of not less than $\frac{3}{4}$ majority of votes of those present at an Annual General Meeting PROVIDED THAT notice of any such alteration shall have been received by the Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be proposed. At least 14 clear days notice in writing of such a meeting, setting out the terms of the alterations, shall be sent by the Secretary to each member of the Federation Executive Committee (including Divisional Representatives and Substitutes) PROVIDED THAT no alteration shall be made to Clause 2.1, Clause 14 or this clause until the approval of the Charity Commissioners or other authority having charitable jurisdiction shall be obtained and no other alterations shall be made which would have the effect of causing the Federation to cease to be a charity at law.
- 12.2 However, in line with Charity Commission guidelines, in circumstances where minor changes to the Constitution are deemed necessary to ensure the continued accuracy of content, such changes may be made following a simple majority vote of approval by members of the Executive/General Committee. 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 the fundamental Objectives and Powers as detailed in Clause 2, or alter the

provisions in paragraph 12.1 of this section, or alter the provisions relating to the Dissolution of the Federation as set out in Clause 14.

13. Conduct of Meetings

- 13.1 Resolutions shall be proposed, seconded and passed by a majority of votes.
- 13.2 At Executive Committee meetings three Officers shall constitute a quorum.
- 13.3 At all other meetings ten Executive or General Committee members, one of whom shall be an Officer, shall constitute a quorum.
- 13.4 Voting at the Annual General Meeting shall be by ballot or by a show of hands at the discretion of the Chairman.
- 13.5 The Chairman being entitled to a vote shall also have a second or casting vote at any meeting.
- 13.6 Minutes shall be kept by all committees, and the appropriate Secretary shall incorporate a record of all proceedings and resolutions.
- 13.7 An ex-officio Minute Secretary may be appointed for the purpose of this Clause.

14. Dissolution

- 14.1 If the full Committee, by a simple majority, decides that on the ground of expenses or otherwise it is necessary or advisable to dissolve the Federation it shall call an Extraordinary General Meeting (stating the terms of the Resolution to be proposed thereat). If such decisions shall be confirmed by a two-thirds majority of those present and voting at such meeting, the Executive Committee shall have the power to dispose of any assets held by or on behalf of the Federation.
- 14.2 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 Federation as the Executive Committee may decide or failing that may be applied for some other charitable purpose.
- 14.3 A copy of the statement of accounts, or account and statement, for the final accounting period of the Federation must be sent to the Charity Commissioners for England and Wales.

15. Amendment Declaration

This amended constitution number 7B was approved at the Annual General Meeting held at Sussex Police Headquarters, Lewes on 19th October 2011.

Signed _____ (Chairman)