

# EASTLEIGH NEIGHBOURHOOD WATCH ASSOCIATION CONSTITUTION

## VERSION 2, ADOPTED ON 5 July 2021

### 1 **Definitions**

The Association shall be called the Eastleigh Neighbourhood Watch Association, hereafter referred to as "the Association" or "ENWA".

ENWA covers the Eastleigh and Hedge End sectors of Hampshire Constabulary.

The Eastleigh Neighbourhood Watch Network consists of members of approved Schemes (hereafter referred to as "Scheme Members", or registered individual members not attached to a local Neighbourhood Watch (NW) scheme (hereafter referred to as "Individual Members" or "Extended Family Members"). Collectively these are known as "Members". Hereafter the Eastleigh Neighbourhood Watch Network is referred to as the "NW Network".

Scheme Members are represented in the Association by their scheme Coordinators though any Member can also offer to serve on the Committee (see paras 5.4 and 5.5) as well as Coordinators.

Extended Family Members are represented by Area Coordinators who also liaise with Coordinators within defined areas. Any Member or Scheme Coordinator may offer to act as Area Coordinator.

Coordinators and Area Coordinators are hereafter referred to as "Coordinators".

### 2 **Membership**

All Coordinators and Area Coordinators are automatically members of the Association (hereafter referred to as "MOA").

Membership of the Association is also open to any Member who applies and joins the Committee.

Membership of the Association may be subject to a police check.

### 3 **Equal Opportunities**

The Association is a not for profit organisation, non-party in politics, non-sectarian in religion, and will operate an equal opportunities and non-discriminatory policy as well as embracing diversity.

### 4 **Aims**

The Aims of the Association are to promote the interests of the NW Network through activities described in the Objectives set out below.

#### ***Objectives***

- 4.1 To promote and facilitate free communication between the Association and the Police on all matters relevant to Neighbourhood Watch.
- 4.2 To provide an organisational link between Coordinators and the Hampshire and IoW Neighbourhood Watch Association (HINWA).

- 4.3 To support the existing NW Network and to encourage the formation of new groups where appropriate by advice and examples of good practice.
- 4.4 To develop and provide effective information systems and services which help to improve communications and facilitate the work of Coordinators.
- 4.5 To work in partnership with the Police and in liaison with other agencies having mutual interests, e.g. Victim Support, Age Concern, Local Authorities, etc.
- 4.6 To stimulate awareness of crime and crime patterns within the Eastleigh area.

## **5 Committee**

- 5.1 The Committee shall comprise:
  - Officers of the Association (as defined in paragraph 5.3)
  - Other elected Committee members (see paragraph 5.4)
  - Co-opted Members (as defined in paragraph 5.5)
- 5.2 The voting members of the Committee shall be the Officers of the Association and other elected Committee members.
- 5.3 The Officers of the Association shall be the Chairman, Vice Chairman (if appointed), Secretary (if appointed) and Treasurer. They shall be appointed by the Committee at its first meeting following the Annual General Meeting or as soon as possible thereafter.

The Committee may at its discretion appoint a President to serve for as long as is agreeable to both parties. The President may act as the Association's representative to other organisations and may carry out other duties as agreed with the Committee, but he or she shall have no voting rights at Committee meetings.

### **5.4 Election of Committee Members**

All Committee members shall be elected (or re-elected) at an Annual General Meeting of the Association (see para 6.2c) and shall serve for two years at a time. As far as possible the Committee should be representative of all areas of ENWA.

### **5.5 Co-opted Committee Members**

The Committee shall have power to co-opt non-voting members. This power may be exercised to fill a vacancy caused by resignation of an elected member pending the next Annual General Meeting, or to provide specialist skills or experience as appropriate. Co-opted non-voting members may be any Member of the NW Network and shall serve for a period of up to one year, but may be renewed on the agreement of the Committee.

### **5.6 Hampshire and IoW Neighbourhood Watch Association (HINWA)**

The Committee shall appoint one of its Officers or other elected members to serve on the Committee of HINWA. Their appointment shall be made for one year at a time, and appointment will normally take place at the first Committee meeting following the Association's Annual General Meeting.

## **6 General Meetings**

- 6.1 The Annual General Meeting (AGM) shall be held in July or as soon thereafter as practicable. At least 14 days written notice of this meeting, together with the agenda, shall be given to all MOA (as defined in para 2). If the Committee decides it is not prudent or possible to hold an AGM due to circumstances outside their control, the AGM business may instead be conducted by other suitable means eg email and/or telephone, online survey or via a virtual (electronic) meeting (or a combination of these).

- 6.2 The business of the AGM shall include:
- a. A report on the work done during the previous year by or under the auspices of the Committee on behalf of the Association;
  - b. Presentation of audited accounts for the previous financial year;
  - c. Election of Committee members. Written nominations, duly proposed by a Coordinator, Committee member or other confirmed scheme member and signed by the nominee, shall be submitted to the Secretary at least three days before the date of the AGM. If insufficient nominations have been received to fill all vacancies the remaining places may be filled by nominations from the floor during the AGM. A majority vote will be sufficient to elect to Committee.
  - d. Appointment of Independent Auditor.
- 6.3 An Extraordinary General Meeting (EGM) of the Association may be called by the Committee or at the written request of not less than 5% of the MOA (as defined in para 2). Such a meeting must be held within two months of receipt of a valid request, and all aforementioned MOA shall be given at least 14 days written notice of the meeting and the business to be transacted.
- 6.4 The quorum necessary for the transaction of business at any general meeting, annual or extraordinary, shall be 5% of the members of the Association (as defined in para 2).

## **7 Committee Meetings**

- 7.1 The Committee shall meet at least five times per year.
- 7.2 A minimum of three Committee members, of whom one must be an Officer, shall form a quorum.
- 7.3 All questions that arise at a meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of MOA present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## **8 Finance**

- 8.1 The Association may raise money by donations, grants, sponsorships, subscriptions or through fund-raising activities. Money received by the Association may only be used to further its Objectives as defined in paragraph 3 above or to facilitate the activities of Committee members on the Association's behalf.
- 8.2 An account (or accounts) in the name of "Eastleigh Neighbourhood Watch Association" shall be maintained in a bank approved by the Committee. All monies received by the Association shall be paid into this account. At least two Committee members shall be authorised by the Committee to approve payments and make withdrawals; authorisation by two of the signatories shall be required in every case.
- 8.3 The Association's financial year shall run from 1 April to 31 March.
- 8.4 The Association's annual accounts shall be audited and certified by an independent examiner appointed at the previous AGM.

## **9 Records of Meetings**

- 9.1 Minutes shall be taken at all meetings of the Association and/or the Committee.

9.2 Minutes (which may be redacted) of any meeting shall be made available on request to any Member with reasonable notice.

## **10 Constitutional Amendments**

10.1 Any amendment shall require a simple majority vote at a General Meeting of the Association. Coordinators shall be given at least 14 days written notice of such a meeting, which shall include the full details of the amendment(s) proposed and the names of the proposers.

## **11 Dissolution of the Association**

11.1 If the Committee decides by simple majority vote that it is necessary or advisable to dissolve the Association for any reason it shall convene an Extraordinary General Meeting of the Association. Coordinators shall be given at least 14 days written notice of the meeting, which shall include the reasons for the proposed dissolution. The resolution to dissolve the Association shall require a two-thirds majority of the members present.

11.2 After a valid resolution to dissolve the Association has been made, the Committee shall have power to dispose of any assets held by or on behalf of the Association. Any assets remaining after settlement of debts and other liabilities shall be given to such other institution(s) having similar objectives to the Association as the Committee may decide.