



HAVANT NEIGHBOURHOOD WATCH ASSOCIATION

CONSTITUTION

1 Name

The Association shall be called the HAVANT NEIGHBOURHOOD WATCH ASSOCIATION and will cover the following wards within the Havant Borough boundaries:

Bedhampton
Barncroft
Bondfields
Battins
Emsworth
Hayling Island East
Hayling Island West
St Faiths
Warren Park
and the parish of Rowlands Castle (East Hampshire District Council)

2 Mission Statement

The Havant Neighbourhood Watch Association will exist to support and co-ordinate the activities of the local area neighbourhood watch schemes in their endeavours to assist the police in crime prevention, reduce the fear of crime and so improve the general quality of life for all members.

3 Objectives of the Association

- 3.1 To promote public awareness of all types of crime committed and crime patterns in the Havant area.
- 3.2 To foster the development of existing, and encourage the creation of new, Neighbourhood Watch schemes in the Havant area.
- 3.3 To educate and encourage local communities, particularly young people to assist in the prevention of crime.
- 3.4 To liaise with and cultivate close working relationships with the local police on behalf of all Association members.
- 3.5 To cultivate an effective liaison with all other crime prevention agencies in the Havant area.
- 3.6 To provide a representative voice at the Hampshire County NW Association to pursue the collective objectives of the Havant Association.
- 3.7 To co-ordinate the flow of relevant information on crime prevention and NW matters between the National, County and local NW communities.



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4 Membership of the Association

4.1 Membership will be open to all Neighbourhood Watch Schemes within the Havant Police area. Membership of the Association is not mandatory to the creation, or continuance, of Neighbourhood Watch Schemes. Each member scheme (later referred to as 'the member') will be represented by its scheme co-ordinator or his/her substitute nominee.

5 Meetings

5.1 An Annual General Meeting will be held before the end of June each year. At least 28 days clear notice of this meeting shall be given by the Committee to all members.

5.2 The Business of the AGM will include:

- a an annual report on the completion and/or progress of work undertaken by, or under the auspices of, the Committee on behalf of the Association
- b the presentation of audited accounts
- c the election of the Committee
- d proposals for future work, both long and short term
- e any other business

5.3 An extraordinary general meeting may be called upon the written request to the Honorary Secretary of not less than 5% of members of the Association.

5.4 The representative quorum necessary for the transaction of business at the AGM or an extraordinary general meeting shall be 10% of the members of the Association.

5.5 Full Committee meetings will take place not less than twice each year. A minimum of four committee members shall form a quorum.

5.6 Resolutions at meetings shall be determined by a simple majority vote, with the Chairman having a second or casting vote in the event of a tie.

6 Committee

6.1 The Committee shall consist of

- a Chairman
- b Vice Chairman
- c Honorary Secretary
- d Honorary Treasurer
- e Ten committee delegates (to be as geographically representative as possible)

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6.2 Committee officers and delegates are to be elected at the AGM. Designated posts on the Committee and all delegates will hold office for a minimum period of two years, unless the resignation of a committee representative is accepted.

6.3 Committee delegates will be elected on a bi-annual basis with 50% being changed at each AGM. Delegates if willing to do so may continue in their posts for a further period of two years if no other nominations are received.

6.4 All persons standing for election as officers of the Committee at the AGM must submit their nominations and seconders in writing to the Honorary Secretary not less than fourteen days before the date of the AGM.

6.5 In the event of the resignation of a Committee representative during the year, the Committee may co-opt a replacement volunteer delegate until the next AGM.

6.6 The Committee may from time to time, co-opt additional non-voting delegates with specialist crime prevention skills or interests to assist them in their deliberations concerning NW matters.

6.7 No member of the Committee shall receive remuneration from or be interested in (otherwise than as a member of the Committee) any contract entered into by the Association.

6.8 The Committee will have authority to make rules for the conduct of Association business, consistent with the aims of the constitution. All such rules should be discussed at Committee meetings and those adopted should be recorded for future reference in the Association Rule Book retained by the Honorary Secretary.

6.9 Representatives of the Hampshire Neighbourhood Watch Association, Hampshire Constabulary, Havant Borough Council or other appropriate organisations, may regularly or occasionally attend Committee and General meetings at the invitation of the Committee in a non-voting capacity.

7 Finance

7.1 All financial matters shall be the responsibility of the Association, with the Honorary Treasurer keeping proper accounts of its finances and assets.

7.2 All finances required to support the Association 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 day to day administration shall be invested by the Committee.

7.3 A bank account shall be held in the name of 'Havant Neighbourhood Watch Association' into which all monies of the Association shall be paid. All cheques, withdrawals and inter-account transfers will require signature by two of four nominated signatories approved by the Committee.

7.4 All funds belonging to the Association are to be used solely for the furtherance of the objective of the Association as outlined in article 3.

7.5 The financial year shall be from 1 April to 31 March the following year. (accepted practice has been for calendar year 1 January to 31 December.)

7.6 The Association accounts shall be audited and certified by either a qualified or registered auditor, or two unqualified individuals with accountancy experience, nominated by the Committee and approved by

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The Havant Neighbourhood Watch Association
is supported by
Havant Borough Council and Hampshire Constabulary





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delegates at the AGM. The auditor's report should be available for scrutiny on request to the Honorary Treasurer by any Association member.

7.7 The Association may arrange insurance cover for such risks to personnel and assets as they think fit.

8 Records

8.1 Minutes of any meeting of the Association or its Committee shall be recorded and retained by the Honorary Secretary.

8.2 Minutes of any meeting of the Association or its Committee are to be distributed to Committee delegates within fourteen days of the date of the meeting. They are to be made available to any member upon written request to the Honorary Secretary.

9 Alterations to the Constitution

9.1 Any alteration to the Constitution can be made by a simple majority vote at any AGM. Notice of any such proposals must be received by the Honorary Secretary not less than fourteen clear days before the meeting at which the alteration is to be presented.

10 Dissolution

10.1 If the Committee, by a simple majority vote, decides at any time that it is necessary to dissolve the Association, it shall call an Extraordinary General Meeting of all members who are entitled to vote.

10.2 Fourteen days written notice of the meeting must be given in writing stating the details of the resolution. If the resolution is adopted it must be by a two thirds majority of those present. In these circumstances the Committee shall have the authority to dispose of any assets held by, or on behalf of the Association to satisfy any proper debts and/or liabilities.

11 Safeguard

The Association should act independently of the police to achieve its aims and should be completely impartial in its actions. It must be non-political, non-denominational and must not discriminate on the grounds of race, gender, age or disability.