



HAVANT NEIGHBOURHOOD WATCH ASSOCIATION

RULE BOOK

1. The Association Rule Book is the means whereby the Association Committee can develop good working practices to meet the requirements of their Constitution.
2. Rules may be submitted for Committee approval by any member of the Committee and adopted by a simple majority vote of the Committee.
3. Each rule should be written as a stand alone memo and when adopted by the Committee placed in the relevant section of the Rule Book, together with the identity of the particular document and date of the Association Committee meeting.
4. Adopted rules will be given legal authority only when signed by the Chairman and one other member of the Committee.
5. The Association Rule Book is to be held and maintained by the Honorary Secretary and is to be made available on request to any member of the Committee.
6. Modifications to Association rules that have implications for a change in the Constitution should be highlighted by the Honorary Secretary and prepared for submission at the AGM (Constitution 9.1)
7. Rules, Procedures and Duties contained in the Rule Book are to be annotated with a reference to the present state of amendment, together with the dates of Committee approval.
8. The amendment sheet at the front of the Rule Book is to be completed for all amendments whenever they are entered.
9. Copies of all original and subsequent amendments are to be retained in the Honorary Secretary's files.

***Approved by Committee on 30 July 2008
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The Havant Neighbourhood Watch Association
is supported by
Havant Borough Council and Hampshire Constabulary

