



Cambridgeshire Neighbourhood Watch Association

Constitution

Date of Adoption: 28th September 2019

Version: 1.6

1. Name of the Organisation

- 1.1 The name of the organisation is Cambridgeshire Neighbourhood Watch (hereinafter referred to as 'CNHW' or 'the Association'). Cambridgeshire Neighbourhood Watch covers the area within the boundaries of Cambridgeshire and Peterborough Combined Authority (hereinafter referred to as 'Cambridgeshire').
- 1.2 The Association shall be a not for profit organisation, non-party in politics, non-sectarian in religion, operate an equal opportunities and non-discriminatory policy and will embrace diversity.
- 1.3 There are six constituted Neighbourhood Watch Districts namely Peterborough Neighbourhood Watch Association, East Cambridgeshire Neighbourhood Watch Association Fenland, South Cambridgeshire, Cambridge and Huntingdonshire existing within the CNHW association.

2. Objectives of the Organisation

The objectives of the organisation are to:

- 2.1 Provide local leadership, strategic direction, advice, governance and guidance to Neighbourhood Watch members, partner agencies and the public in Cambridgeshire.
- 2.2 Assist with the creation, development and support of Neighbourhood Watch Districts located across Cambridgeshire.

- 2.3 Promote good citizenship, community wellbeing, greater public awareness, increase public participation in the prevention and detection of crime, and reduce the fear of crime.
- 2.4 Support police/community liaison and increase community safety in partnership with partner agencies and other relevant organisations.

3. Powers

In furtherance of the said Objectives the Association may:

- 3.1 Promote and assist in the development of Neighbourhood Watch Districts across Cambridgeshire and participate in the wider promotion of Neighbourhood Watch.
- 3.2 Carry out research and surveys, provide and communicate information, services and advice to, and on behalf of, all members, exchange information and share and promote best effective practice and acceptable behaviour and performance standards amongst all Neighbourhood Watch entities, and where relevant with other organisations.
- 3.3 Provide relevant, accurate and timely information to the public and media in appropriate circumstances.
- 3.4 Act as a forum, coordinate resources and provide services for members as appropriate, including the provision of small grants to members when considered appropriate, arranging, providing for or assisting in the holding of meetings, seminars, training courses, exhibitions and the like.
- 3.5 Act as a consultative and advisory body to partner agencies on matters affecting Neighbourhood Watch in Cambridgeshire.
- 3.6 Represent the views and needs of members and exchange information where appropriate with partner agencies and other Neighbourhood Watch entities.
- 3.7 Raise funds, secure sponsorship, invite and receive donations from any persons or bodies by way of subscription or otherwise, accept gifts and borrow or raise money in such a prudent, reasonable and legal manner as the Executive Committee shall think fit.

4. Membership

- 4.1 Membership of CNHW shall be open to all members of Neighbourhood Watch Schemes that are approved by CNHW and Cambridgeshire Constabulary in the Cambridgeshire Neighbourhood Watch Association area.
- 4.2 Members who volunteer and become authorised scheme coordinators will be known as 'Coordinators'

4.3 Additional representation nominated by Cambridgeshire Police and the Police and Crime Commissioner for Cambridgeshire and Peterborough shall be entitled to attend and speak at meetings but will not be deemed a member or permitted to vote on any issue.

4.4 The Association must keep a register of names and contact details of members.

5. Management of CNHW

5.1 CNHW will be managed by an Executive Committee, elected annually by members at the Association's Annual General Meeting, who shall be responsible for the general control and management of the Association.

5.2 The Executive Committee will be made up of CNHW members and comprise: Chair, Secretary and Treasurer who will be the officers of the Association. Additionally, not more than fifteen other members will form the committee.

5.3 Where possible, there will be at least one representative from each of the six Neighbourhood Watch Districts that make up Cambridgeshire Neighbourhood Watch.

5.4 The Executive Committee will elect its Officers from the committee elected by members at the Annual General Meeting.

5.5 The Executive Committee shall have the power to co-opt additional Neighbourhood Watch members residing in Cambridgeshire, to fill vacant positions or assist the Executive Officers should the need arise, in order to maintain the integrity and effectiveness of the Association.

5.6 The Executive Committee will appoint from their committee a CNHW Communications Administrator who will be responsible for the register of Schemes, and members, and will also provide support to Neighbourhood Watch District administrators.

5.7 A co-opted member may be appointed to this role if the committee is unable to appoint from within. A deputy administrator may also be appointed.

5.8 The Executive Committee will meet not less than three times a year. There must be at least five voting members at an Executive Committee meeting including an Officer. Minutes will be produced and approved at the next meeting and then posted on the organisation's website.

5.9 All Executive and co-opted members shall retire at each Annual General Meeting following their appointment but shall be eligible for re-election.

6. Termination of Membership

- 6.1 A coordinator may resign by giving written notice to their District Association representative or the CNHW Communication Administrator.
- 6.2 An Executive Committee member who wishes to resign will notify the Secretary/Chairman in writing and, other than in exceptional circumstances, this will take effect from the date of the next Annual General Meeting.
- 6.3 The Executive Committee shall have the right to decline, discipline, suspend or terminate the membership of any Neighbourhood Watch member in Cambridgeshire, including a member of any Committee or sub-Committee, who displays unacceptable behaviour or performance standards, 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 coordinators or members to resign.
- 6.4 Such a member and if applicable, their representative, shall be afforded the opportunity of being heard by a panel of not less than three Executive Members, one of whom shall be an officer.
- 6.5 The agreement by a simple majority of the panel shall be necessary to decline, discipline, suspend or terminate any membership.
- 6.6 In the event that the disciplined member finds the outcome unreasonable they may appeal to the Chairman who will convene an Appeals Panel and whose decision will be final.

7. General Meetings

- 7.1 The Annual General Meeting of the Association shall be held in September each year or as soon as practicable within four weeks thereafter.
- 7.2 At least twenty-eight clear days' notice in writing shall be given by the Secretary to each member. Notice given electronically shall be deemed to be notice in writing.
- 7.3 The quorum at a general meeting will be twenty-five members including at least one Officer.
- 7.4 At the Annual General Meeting members shall elect the members of the Executive Committee.
- 7.5 Nominations for the Executive Committee duly proposed and seconded, shall be delivered to the Secretary at least fourteen days before the Annual General Meeting, with the consent of each nominee.

- 7.6 Retiring Executive Committee Members 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 Chair nominations may be accepted from the floor.
- 7.7 An Extraordinary General Meeting may be convened at the discretion of the Executive Committee or by a written request made to the Secretary by at least one hundred members of the Association stating the specific reasons.
- 7.8 The Secretary shall within a reasonable time convene a meeting subject to twenty-one clear days' notice given to all members. Every such person shall be entitled to attend and vote at the Extraordinary General Meeting.

8. Conduct at Meetings

- 8.1 At Executive Committee meetings five of the Committee Membership in attendance shall constitute a quorum.
- 8.2 Resolutions shall be proposed and seconded, and ordinarily be passed by a majority of votes on a show of hands. However, a secret ballot may be held upon request of any Executive Officer. This shall be adjudicated by an independent person and the outcome recorded in the Minutes of that meeting.
- 8.3 The Chair of a meeting, when entitled to a vote, shall in the event of a tie also have a second or casting vote at that meeting.
- 8.4 Minutes, including drafts, will be produced and kept by the Secretary and posted on the CNHW website within one month of the meeting.

9. Finance

- 9.1 The financial year shall end on 30th June.
- 9.2 All monies raised by or on behalf of the Association shall be applied to further the purposes of the Association and not otherwise.
- 9.3 Nothing herein contained shall prevent the reimbursement in good faith of reasonable out-of-pocket expenses necessarily and properly incurred in furtherance of the Objectives.
- 9.4 The Treasurer shall keep proper and accurate Accounts of the finances of the Association.
- 9.5 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 fair view of the financial situation of the Association.
- 9.6 A bank account shall be maintained in the name of the Association with such bank as the Executive Committee shall from time to time decide. The Executive Committee shall

authorise in writing nominated Executive members, one always being the Treasurer, who shall from time to time determine to make payments or sign cheques on behalf of the Association. All payment authorisations and cheques must be signed by two of the authorised signatories.

- 9.7 The Annual Financial Report and audited accounts shall be submitted by the Executive Committee to the AGM.

10. Dissolution

- 10.1 If the Executive Committee decide, by a simple majority, it is necessary or advisable to dissolve the Association, the Chairman shall call an Extraordinary General Meeting stating the terms of the Resolution to be proposed thereat.
- 10.2 If such decisions shall be confirmed by a seventy-five percent majority of votes 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 Association.
- 10.3 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 Association as the Executive Committee may decide 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 seventy-five percent majority of votes of those present and voting at an Annual General Meeting.
- 11.2 Notice of any such alteration must have been received by the Secretary in writing not less than twenty-one clear days before the Meeting at which the alterations are to be proposed.
- 11.3 At least fourteen clear days' notice in writing of such a meeting, setting out the terms of the proposed alterations, must be made available by the Secretary to every member.
- 11.4 In circumstances where minor changes to the Constitution are deemed necessary, such changes may be made following a simple majority vote of approval by the Executive 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 Clauses 2, 10 or 11.

Declaration of Adoption

Declaration of Adoption on behalf of the Cambridgeshire Neighbourhood Watch Association, I hereby declare that this Constitution (Vn. 1.6) was approved and adopted at the CNHW AGM Meeting on 28th September 2019

Signature:



Robin Sutton

Role: CNHW Association Chairman

Date 28th September 2019