

# Epping Forest District Neighbourhood Watch Committee

## CONSTITUTION

### 1. Name

The Committee will be called the Epping Forest District Neighbourhood Watch Committee (hereafter abbreviated to EFDNWC).

### 2. Aims and Objectives

To promote good citizenship and greater public awareness through Neighbourhood Watch (NW) groups, increase public participation in the prevention and detection of crime, reduce the fear of crime, improve police/community liaison and increase public/community safety, primarily in the Epping Forest District area, in partnership with recognised Authorities and other relevant organisations. The EFDNWC shall work in partnership with members of the 'Epping Forest Safer Communities Partnership.'

### 3. Powers

In furtherance of these aims, the EFDNWC may:-

- a) Nominate individuals to represent the District at County level on the EssexWatch Committee.
- b) Raise funds from any person, organisation or corporate bodies provided that the EFDNWC will not undertake any permanent trading activities in raising funds for its objectives.
- c) Do such other lawful things as are necessary to promote the above aims.
- d) The EFDNWC will be non-partisan in politics, non-sectarian in religion, non-discriminatory in race, gender or ability and will embrace diversity. Any cases of behaviour by members deemed to be offensive for the above or for other reasons will be referred to the EFDNWC.

### 4. Membership

Membership of the EFDNWC shall comprise of the following:-

- a) NW Coordinators in Epping Forest District – When new NW Coordinators are required, any person may recommend a prospective volunteer and their appointment will be confirmed at the next EFDNWC meeting. Representatives of other relevant groups may also be invited to become regular members. They will all be non-voting.
- b) Membership criteria will be reviewed should District or other structures change.
- c) Additional members or invitation to guests may be implemented if agreed by the Chair.

### 5. Officers

a) The following Officers will be elected to serve on the EFDNWC, to uphold all its roles, responsibilities and actions, as required within this Constitution:-

Chair  
Deputy Chair  
Secretary  
Treasurer

- b) The Committee shall, in the general interest of the EFDNWC, have the authority to determine the activities and organisation of the NW in the District and the spending of its finance by majority vote. In the event that the Chair is unavailable, the Deputy Chair will take on the duties.
- c) These Officers will be confirmed at an Annual General Meeting.

## **6. Nominations and Election of Officers**

- a) Officers of the EFDNWC will be confirmed at the Annual General Meeting by Area NW Coordinators.
- b) Only Area Coordinators can nominate or be nominated for election to office, and vote for, officers of the EFDNWC.
- c) Nominations for Officers should be received at least three days before the Annual General Meeting.
- d) Election of Officers will be decided by simple majority of those entitled to vote. Each Area NW Coordinator present, will have a single vote.
- e) In the case of equality of votes, the existing/outgoing Chair will have the casting vote.
- f) Existing officers may stand for re-election.
- g) In the event of a resignation or death of an elected Officer with no Deputy, the EFDNWC has the right to co-opt an additional person to take over the responsibilities of the named Officer on a temporary basis, until the next appropriate full election.

## **7. The Authority of the EFDNWC**

- a) The Officers have the authority to enter into contracts on behalf of the EFDNWC. These contracts are restricted to those deemed necessary for the pursuit of the aims and objectives of the District as agreed by the EFDNWC.
- b) EFDNWC may form Sub-Committees to enable it to conduct its affairs more effectively.
- c) A Sub-Committee can only be formed at a meeting of the EFDNWC and, will comprise of at least two people and is totally responsible to the EFDNWC for its actions.
- d) Officers shall have the power to make decisions between meetings and to report these at the next EFDNWC meeting.

## **8. Meetings**

- a) EFDNWC meetings shall be held at regular intervals. Apologies are to be submitted at least a day prior to the commencement of such meetings.
- b) An Annual General Meeting will normally be held in the summer in conjunction with a General Meeting.
- c) The business of the Annual General Meeting will include:
  - Ratification of election of Officers;
  - The consideration of an annual report of the work done during the year and of the accounts, if any;
  - The agreement on work priorities for the coming year;
  - Where felt necessary, consideration of, and voting on, proposals to alter this constitution.

## **9. Conduct of Meetings**

- a) Quorum: A quorum for the commencement of the EFDNWC Meetings and for voting on any proposals in those meetings, are as follows:

- Annual General Meeting, five voting members or their designated Deputies;
- General Meeting, three voting members or their designated Deputies;

b) Minutes: All meetings will be minuted by the Secretary or a Minute-Taker and current and past minutes will be made available to members where available.

#### **10. Finance**

a) The Treasurer or a nominated EFDNWC member will be responsible for producing proper accounts for the EFDNWC.

b) The annual accounts will be based upon the period 1st April – 31st March.

c) The accounts will be made available to all members of the EFDNWC, or other persons having good reason to inspect them provided a request is given in writing to the Chair with 7 days' notice.

d) Expenditure of EFDNWC funds will be agreed at the EFDNWC meetings.

#### **11. Charity**

As Neighbourhood Watch is a national Charity, the EFDNWC shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act). Any legitimate NW activity is covered by an overall insurance policy taken out at national level.

#### **12. Data Protection**

In accordance with the Data Protection Regulations 2018 and advice from NW centrally, new NW members must be asked to complete a simple form regarding the holding of personal data and this should then be retained by the Area NW Coordinator. Equally, any new Area NW Coordinator should complete such a form which should be retained by the EFDNWC.

#### **13. Alterations to the Constitution**

The Constitution shall be reviewed at least every three years. Any changes to the Constitution shall be approved by a majority decision at the Annual General Meeting.

#### **14. Dissolution of EFDNWC**

Should the EFDNWC cease to exist, all remaining funds and assets shall be disposed of according to the closing Special General Meeting, after all liabilities have been discharged.

*This Constitution of the Epping Forest District Neighbourhood Watch Committee (EFDNWC) was agreed on xxxxx 2019 at a meeting of the members of the Committee and confirmed at a meeting of an Annual General Meeting held on xxxxx.*

*Signed*