

Epping Forest District Neighbourhood Watch Executive Committee

CONSTITUTION

1 Name

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

2 Aims and Objectives

a) EFNW is responsible at District level, under the umbrella of the Essex County Neighbourhood Watch Association, for the development of policy and good practice for Watch schemes throughout Epping Forest District.

b) EFNW shall act as a link between Watch schemes in the District and the local Police.

c) EFNW shall actively encourage the creation of Watches within the District and formulate best practice for reaching priority areas/groups.

d) EFNW shall contact and liaise with other Neighbourhood Watch Associations, both within Essex and the surrounding areas, with the aim of sharing information of mutual interest.

e) EFNW shall contact and liaise with other organisations which are concerned with reducing crime and the fear of crime and/or promoting community safety/community spirit with the aim of sharing information of mutual interest.

f) EFNW shall work in partnership with members of the 'Epping Forest Safer Communities Partnership.'

3 Powers

In furtherance of these aims, EFNW 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 EFNW 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) EFNW 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 within the Association deemed to be offensive for the above or for other reasons will be referred to EFNW Committee.

4 Membership

Membership of the EFNW shall comprise of the following:-

a) NHW Co-ordinators in Epping Forest District – When new NHW Co-ordinators are required, any person may recommend a prospective volunteer and their appointment will be confirmed at the next Ward Co-ordinators meeting and officially welcomed in writing by the Chair.

b) Representatives from Essex Police (non-voting)

c) Representatives from other partnership organisations (non-voting)

d) Appointed Neighbourhood Watch District Advisors (non-voting).

e) Representatives from Essex County NHW Association (non-voting)

- f) Membership criteria will be reviewed should District or other structures change.
- g) Additional membership or invitation to guests may be implemented if agreed by the Association.

5 Officers

a) The following officers will be elected to serve on the Executive Committee, to uphold all its roles, responsibilities and actions required within this Constitution and prevailing Standing Orders.

Chair
Deputy Chair
Secretary
Treasurer

The Committee shall, in the general interest of EFNW, have the authority to determine the activities and organisation of the NHW 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 voted into office at an Annual General Meeting.

6 Nominations and Election of Officers

a) Officers of the EFNW will be voted in at the Annual General Meeting by NHW Coordinators. In the case where a NHW Co-ordinator cannot be present at that meeting, a postal vote will be accepted three days in advance.

b) Only EFNW Co-ordinators can nominate or be nominated for election to office, and vote for, officers of the District NHW Committee.

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 NHW Co-ordinator present, will have a single vote.

e) In the case of equality of votes, the existing/outgoing Chair will have the casting vote.

f) In the event of only one person being nominated for a post, then that person will be declared elected.

g) Existing officers may stand for re-election.

h) An inadvertent failure to elect someone to an office or an inadvertent defect in election, appointment, co-option or qualification of any anyone elected to an office, will not invalidate the work of EFNW.

i) In the event of a resignation or death of an elected officer with no deputy, the Association 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 Epping Forest District NHW Committee.

a) The Chair and/or Deputy Chair have the authority to enter into contracts on behalf of the Association. These contracts are restricted to those deemed necessary for the pursuit of the aims and objectives of the District as agreed by EFNW. No individual member is permitted to enter into any binding formal or informal agreements.

b) EFNW 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 District committee, will comprise of at least three people and is totally responsible to EFNW for its actions.

9 Meetings

a) General meetings will be held a minimum of four times a year.

b) An Annual General Meeting will normally be held in April.

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 considered necessary, consideration of and voting on proposals to alter this constitution.

d) The Chair of the EFNW may at any time at his/her discretion call an Extraordinary General Meeting of the members.

e) The Chair shall, within 28 days of receiving a written request to do so (signed by no fewer than six NHW Co-ordinators and a given reason for the request), call an Extraordinary General Meeting of EFNW.

10 Conduct of Meetings

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

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

b) Voting

Meetings will be chaired and all voting will be carried out by a simple show of hands. A "one person – one vote" will apply, except in the case of an equality of votes, the Chair will have a second casting vote.

c) 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 and no more than five years old.

d) Standing Orders.

EFNW may make such rules for the conduct of its business and that of the Association as it may deem necessary, and will have the power to repeal and amend such rules, as it considers necessary. All such rules shall be ratified at the Annual General Meeting or at an Extraordinary General Meeting called for that purpose.

e) Conduct of EFNW Members

Should the language or behaviour of an EFNW member be deemed by the Chair to be inappropriate or offensive, the member in question may be asked to leave the meeting. In certain cases, it may be considered appropriate for the misconduct to be referred to the District Steering Group.

f) Should a member of the General Committee either not attend or fail to contact three consecutive meetings with apologies for absence the Committee can deem that member to have resigned.

11 Finance

- a) The Treasurer or a nominated Association member will be responsible for producing proper accounts for EFNW.
- b) The accounts will also be made available to any member of the Association, or other person having good reason to inspect them provided such notice is given in writing to the Chair with 7 days notice.
- c) Expenditure of EFNW funds (self-raised) will be agreed at Association meetings.
- d) The Steering Group would normally be asked for advice and guidance on income and expenditures.

12 Charity

If EFNW becomes a Charity, it shall comply with their obligations under the Charities act 1992 (or any statutory re-enactment or modification of that Act).

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 or at an Extraordinary General Meeting.

14 Dissolution of EFNW

If EFNW as a whole, by a simple majority, decide at any time that on the grounds of expense or otherwise, it is necessary to dissolve the organisation, members will call an Extraordinary Meeting of their Street Co-ordinators to ensure they have a mandate to vote for dissolution.

If such a decision is confirmed by two-thirds majority of those present and voting at the meeting, the EFNW will have the power to dispose of any assets held by or on behalf of the organisation.

Any assets remaining after the satisfaction of any proper debt and liabilities (which shall include any unspent official budget) shall be given or transferred to other local Neighbourhood Watch Associations or the Essex County NHW Association.

Resignation and Termination of Membership

A General Committee member or NHW Co-ordinator may resign by giving written notice to the Executive Committee.

This Constitution of the Epping Forest District Neighbourhood Watch Executive Committee (EFNW) was agreed on November 2011 at a meeting of the members of the General Committee.

Signed