

# RUSHMOOR NEIGHBOURHOOD WATCH ASSOCIATION (RNWA)



## CONSTITUTION

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# PREFACE

## DEFINITIONS AND TERMS

- The term “in writing” used in this document shall be taken to include electronic media.
- The preferred method of communication within RNWA will be electronic media.
- Committee business will by default use the preferred method of communication. (Although this does not preclude non-electronic communications, it would be preferable if Committee members have access to electronic media.)
- Meetings: Contacting our members may be by physically holding meetings or seminars; or the use of electronic media tools that are available and in common use, such as the Internet, Websites, Remote meetings (e.g. Zoom and Skype), Electronic polling (e.g. Survey Monkey), and Hampshire Alert, to name a few.

## CODE OF CONDUCT

### Events

- Any member acting as an approved RNWA event organiser shall be expected to act in the best interest of RNWA and to direct volunteers in respect of rotas and activities.
- Any member representing RNWA will ensure that he/she is presentable and act in a professional manner.

### Publicity

- Publicity material, articles and alerts not produced by the RNWA Steering Committee must not be distributed on behalf of RNWA or at any RNWA events except with the prior approval of the RNWA Steering Committee.
- Any material not previously approved by the RNWA Steering Committee shall be considered for distribution at RNWA events, but only if material contains the contact details of the distributor, and a disclaimer to the effect that the material has not been produced by RNWA.

## 1. NAME

The Association shall be called The Rushmoor Neighbourhood Watch Association (RNWA).

## 2. OBJECTIVES OF THE ASSOCIATION

- a) To strive to prevent crime and the fear of crime in the Rushmoor area.
- b) To foster development of existing Neighbourhood Watch Schemes, and to encourage the creation of new Neighbourhood Watch Schemes.
- c) To work in conjunction with the Police and other civic agencies in the maintenance and servicing of all Neighbourhood Watch Schemes.
- d) To be responsible for the free flow of information between the Association, its schemes, the Police and other civic agencies, and improving the aspect of communication wherever possible.
- e) To provide a representative voice to pursue collective objectives of members and to promote good citizenship and a greater public participation in the prevention of crime and antisocial behaviour.
- f) To encourage an increased awareness of crime and crime patterns within Neighbourhood Watch areas.

## 3. MEMBERSHIP

Membership must be open to all Neighbourhood Watch Schemes within the Borough of Rushmoor. Membership of the Association is not mandatory to the creation of, or continuance of Neighbourhood Watch Schemes.

## 4. STRUCTURE AND GOVERNANCE

- a) The aims of RNWA are to operate Neighbourhood Watch Schemes in Rushmoor at a local level. This may be achieved via the formation of local groups normally representing a Rushmoor Borough Council Ward. These are defined as Community Forums. The aims of the Forums should be to help achieve the same as those of RNWA (see 2. above). The makeup and governance of a Forum will be flexible enough to allow representation from the local Neighbourhood Watch members, local Councillors, Police and Rushmoor Borough Council representatives, and any other agencies necessary to deal with local neighbourhood issues. Each Forum should consider nominating a Leader and Deputy who will be responsible for its administration and conduct. It is considered good practice for meetings to be minuted and to meet at a frequency decided by the Forum (normally three or four times a year).
- b) A Steering Committee will exist to represent the Rushmoor Neighbourhood Watch Association and will be responsible for the overall operation and governance of the Neighbourhood Watches in Rushmoor. One of the main aims of the Steering Committee is to aid the formation and general functioning of local Community Forums. The Steering Committee will be elected on an annual basis from the RNWA members. Elections may be achieved either by a meeting of all RNWA members or via electronic media (as defined in the Preface.) The Steering Committee will report to RNWA membership annually and will solicit applications from RNWA members to serve on the Steering Committee. Applications received will be presented to the RNWA members for election to the Steering Committee.

## 5. MEETINGS

- a) As the structure of RNWA is devolved to the more local meetings such as the local Community Forums, then the use of gatherings of the entire Association may become less useful.
- b) General meetings will not be convened except in unusual circumstances or at the demand of not less than 5% of RNWA members.
- c) The Steering Committee will meet at a frequency suitable for the effective governance of RNWA.
- d) An extraordinary meeting may be called upon the written request of not less than 5% of RNWA members. The quorum necessary for the transaction of business shall be 10% of RNWA members.

## 6. STEERING COMMITTEE

- a) The Steering Committee shall consist of the following:
  - i Chairperson.
  - ii Treasurer.
  - iii Secretary.
  - iv Committee members.
- b) The Steering Committee may co-opt additional members, who will be presented to the membership for election in the next Annual Report.

## 7. RECORDS

- a) Minutes of meetings of the Association or its Steering Committee shall be recorded.
- b) Minutes of meetings of the Association or its Steering Committee are to be made available to RNWA members upon written request.

## 8. ALTERATIONS TO THE CONSTITUTION

Any alteration to the Constitution can only be made in writing by RNWA members. The proposed change shall be presented to the RNWA members for their consideration within 21 days of receipt. Changes may be made only on the approval of not less than 5% of RNWA members.

## 9. DISSOLUTION

- a) If at any time the Steering Committee, by a simple majority, decide that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Association, it shall call an extraordinary meeting of RNWA members. Not less than 21 days' written notice which also details the resolutions will be given.
- b) The Steering Committee shall consult the members (by a simple vote at an EGM) on how to dispose of any assets held by, or on behalf of the Association.

## 10. SAFEGUARD

The Association is non-political and independent of the Police and should be completely impartial in its actions.