

**Hampshire & I o W
Neighbourhood Watch Association**

Constitution

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Version 10

Adopted on (date) 23/3/2013

(Original signed by) R Combes Chairman

1. Definitions

- 1.1 The name of the Association shall be 'The Hampshire & I o W Neighbourhood Watch Association' (known as **HINWA**).
- 1.2 The area covered by HINWA shall be the counties of Hampshire and Isle of Wight and the unitary authorities of Portsmouth and Southampton, hereafter known as **our Area**.
- 1.3 The Association shall be a not for profit organisation that is non-party in politics and non-sectarian in religion, operating with equal opportunities in a non-discriminatory way. It shall not discriminate on grounds of race, age, gender or disability.
- 1.4 A Neighbourhood Watch '**scheme**' is a group of residents represented by a Coordinator who is recognised by Hampshire Constabulary.
- 1.5 **A member** of HINWA means:
- Local NHW Associations
 - Other groups of at least fifteen schemes
 - Individual schemes not in such groups
- which operate in our area.
- 1.6 **A delegate** means someone chosen by a member to represent that member in the business of HINWA
- 1.7 **Voting:** Only delegates from Associations or groups of at least fifteen schemes can register to vote in HINWA's business. They must have been registered with HINWA at least 28 days prior to a vote.

2. Aims

HINWA is a forum to promote:

- Public participation in the prevention and solution of crimes.
- The principle of residents becoming good neighbours, working together to achieve safer and united communities.

3. Objectives

- 3.1 To provide support to HINWA members to help them increase their coverage and meet their own objectives.
- 3.2 To be a communications link between our members and the Regional and National Neighbourhood Watch Organisations.
- 3.3 To liaise with senior Police Officers, the Police and Crime Commissioner and other public and voluntary agencies in our area which have common interests in reducing crime and the fear of crime.
- 3.4 To encourage the sharing of information and good practice between members.
- 3.5 To respect the independence of members by not regulating or imposing in any matter.

4. The Committee

- 4.1 HINWA shall be managed by a Committee which is comprised of:
 - The Officers of the HINWA,
 - Delegates of HINWA members,
 - Co-opted individuals. (see 4.3 below)
- 4.2 The Officers of HINWA shall be the Chairman, Vice Chairman, Secretary and Treasurer.

At the first meeting of the Committee after the AGM, there shall be an election to fill these posts.

Officers shall be elected for one year but may be re-elected.

Nominations for Officer posts must be given in writing to the President at least fourteen days prior to the election.

That part of the committee meeting dealing with election of Officers shall be chaired by the President or a Vice President.

Voting, decided by a simple majority, shall be by a show of hands unless a post is contested and then shall be by secret ballot.

Immediately after the election the President shall hand over to the elected chairman.

A vacancy for an Officer role may be filled from the committee members at any committee meeting by a similar voting procedure.

- 4.3 The Committee shall have the power to co-opt people to provide specialist skills or experience. These shall be non-voting roles.
- 4.4 The Committee may invite guests from Hampshire Constabulary, the Office of the Police and Crime Commissioner, Hampshire County Council, Unitary and Local Authorities, NHW schemes in our area or other organisations having similar objectives to us, to attend HINWA meetings.
- 4.5 The Committee may appoint an Honorary President and one or more Vice Presidents of the HINWA. They shall remain in post as non voting committee members until they choose to resign or the Committee votes that they should no longer serve in that role.
- If the President or Vice President was already the delegate of a member, they must give up that role and the member should appoint another delegate to serve on the HINWA committee.
- 4.6 The Committee may make rules for the conduct of its business but these must not contradict the constitution.

5. Meetings

5.1 Annual General Meetings

An Annual General Meeting (AGM) shall be held each year before the end of June. Written notice of the AGM and the agenda shall be sent to all registered members and delegates at least 28 days before the meeting.

The business to be conducted at the AGM shall be:

- A report on the work of the Committee;
- A treasurer's report with certified accounts;
- The appointment of an auditor or independent examiner for the accounts;
- Questions from the floor of the meeting.

5.2 Extraordinary General Meetings.

An Extraordinary General Meeting (EGM) may be called at the request of the Committee or at least ten delegates to discuss any substantial matters that affect the organisation, management or functioning of HINWA.

The Association Secretary shall convene such a meeting giving 28 days notice in writing to HINWA Officers, members and delegates detailing the resolutions and any other matters to be discussed.

5.3 Committee meetings

The Committee shall meet at least four times a year to progress the aims of HINWA.

The dates for meetings for the next year shall be agreed at the first Committee meeting after the AGM.

5.4 Working parties

The Committee may form working parties to conduct projects, investigate problems or report on matters of special importance. Reports from these groups shall be submitted to the Committee for consideration and action as necessary.

Unless previously agreed by the committee, working parties shall not be authorised to make decisions on behalf of the Association.

- 5.5 **The quorum** for passing resolutions at any meeting shall be one HINWA Officer and six voting delegates. Voting shall be by simple majority with that meeting's chairman having a casting vote.

The exception to this would be a resolution to alter the constitution (see section 7) or to dissolve HINWA (see section 8).

- 5.6 A record shall be kept of all meetings and shall be made available to members and delegates. The record shall include the names of those present and the results of any resolutions voted on.

6. Finance

- 6.1 The Treasurer shall keep proper records of the finances of HINWA showing income and expenditure.
- 6.2 The financial year shall be from 1st April to 31st March.
- 6.3 All funds belonging to HINWA shall be applied only in furthering the aims of the Association.
- 6.4 All funds of HINWA, including all donations, contributions and bequests shall be paid into an account operated by the Committee in the name of "Hampshire & I o W Neighbourhood Watch Association" at such bank as the Committee shall from time to time decide.
No facility for credit or debit cards shall be permitted.
- 6.5 Cheques for sums higher than £50 shall be signed by a minimum of two of the signatories authorised by the Committee.
- 6.6 The accounts shall be independently examined at least once a year by the person appointed for that purpose at the previous AGM.

The accounts shall be presented at the AGM for approval

7. Alteration to the constitution

- 7.1 Any proposed changes to this constitution must be submitted to an Extraordinary General Meeting in accordance with section 5.2.
- 7.2 The quorum shall be two officers and 10 voting delegates and the changes shall be adopted if approved by at least two thirds of the delegates present.

8. Dissolution

- 8.1 If the Committee determines by simple majority that it is advisable to dissolve HINWA, a resolution to this effect shall be put to an EGM.
- 8.2 The EGM quorum shall be two officers and 10 voting delegates and the resolution shall be adopted if it is approved by at least two thirds of the delegates present.
- 8.3 The Committee shall have authority to dispose of assets held by or on behalf of HINWA to satisfy any proper debts and liabilities.
- 8.4 Any remaining assets shall be given or transferred to such other institution or institutions having aims similar to those of HINWA as the Committee may decide.