



## THE LONDON BOROUGH OF BROMLEY NEIGHBOURHOOD WATCH ASSOCIATION CONSTITUTION

### 1. Name

The name of the Association shall be The London Borough of Bromley Neighbourhood Watch Association (hereinafter called the Association,').

### 2. Objects and Powers

The objects of the Association shall be:

- 2.1. To foster positive community spirit.
- 2.2. To promote greater public participation in the prevention and solution of crime so that effective liaison between the police and public can be achieved in order to promote the efficiency of the police in the Bromley police area.
- 2.3. The Association shall be non-party in politics and non-sectarian in religion and shall operate an equal opportunities policy.

In furtherance of the said objects but not otherwise, the Association may:

- 2.4. Provide services for and on behalf of all Neighbourhood Watch Schemes in the Bromley police area.
- 2.5. Liase with other Neighbourhood Watch Associations, the Sector Working Groups, Police-Community Consultative Group and other voluntary and statutory bodies.
- 2.6. Promote and organise cooperation in the achievement of the same, internationally, nationally and locally, and to that end may bring together in conference, representatives of voluntary organisations, government departments, statutory authorities and individuals.
- 2.7. Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses-
- 2.8. Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish results thereof.
- 2.9. Collect and disseminate information on all matters affecting the above purposes and exchange such information with other bodies having similar purposes whether in this country or overseas,
- 2.10. Procure to be written and print, publish, issue and circulate such material as necessary, using a variety of media, in furtherance of the objects.
- 2.11. Raise funds and invite and receive contributions from any persons by way of subscriptions or otherwise, provided that the Association shall not undertake any permanent trading activities in raising funds for its primary charitable objects.

- 2.12. Accept gifts and borrow or raise money in such a manner as the Association shall think fit, subject to such consents as required by law.
- 2.13. Procure contributions to the Association by personal or written appeals, public meetings or otherwise.
- 2.14. Invest the monies of the Association not immediately required for its purposes in or upon such investments, securities or property as may be thought fit by the full committee, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.
- 2.15. The Association shall arrange public liability insurance with a reputable insurer providing an indemnity of not less than £1 million and any other insurance, as the committee shall from time to time consider advisable in the circumstances.
- 2.16. Appoint and constitute such advisory committees, as the Executive Committee may think fit.
- 2.17. Do all such other lawful things as are necessary for the attainment of the said purposes.

### 3. Membership

- 3.1. Membership of the Association shall be open to Local Neighbourhood Watch Schemes within the Bromley police area that are interested in furthering the work of the Association.
- 3.2. Members Schemes of the Association shall be entitled to **one** vote at General Meetings of the Association.
- 3.3. Each member scheme shall appoint any one person to represent it at General Meetings of the Association.
- 3.4. Any other organisation, which wishes to become a member of the Association, must submit an application in writing signed by a duly appointed representative to the Secretary. Membership shall be at the discretion of the Executive Committee.
- 3.5. The Executive Committee may request reasonable information from an applicant before granting membership.
- 3.6. The Executive Committee shall not reject an applicant without sufficient reason. A right of appeal to the Executive Committee will be permitted.

### 4. Termination of Membership

- 4.1. A member may resign by written notice to the Secretary.
- 4.2. The Executive Committee shall have the right for good and sufficient reason to suspend or to terminate the membership of a scheme, provided that the individual representing the scheme shall have the right to be heard by the Executive Committee before the final decision is made.

### 5. Officers

- 5.1. At the first Executive Committee Meeting following the AGM, the Committee members shall elect a Chairperson, a Vice-Chairperson, a Secretary and other such officers as the Association shall from time to time decide.
- 5.2. The Treasurer shall be elected at the Annual General Meeting of the Association.
- 5.3. The Officers of the Association shall hold office until the conclusion of the Annual General Meeting next after their election but shall be eligible for re-election

5.4. The Association shall appoint one or more qualified auditors and may determine their remuneration (if any)

6. Patrons etc.

6.1. The Annual General Meeting, if it thinks fit, may elect a President and Vice President of the Association. A President or Vice President of the Association need not be a Scheme member of the Association. A President or Vice President of the Association may attend General Meetings of the Association but shall not be entitled to vote.

6.2. The Committee may elect any person as a Patron of the Association for such a period as they think fit and such a person shall be entitled to all privileges of membership except that they shall not be entitled to vote at meetings nor- serve as officers or on the Committee.

7. Executive Committee

7.1. Subject as hereinafter mentioned the policy and general management of the affairs of the Association, including the powers mentioned above, shall be directed by an Executive Committee (hereinafter called 'the Committee') which shall meet not less than three times a year which shall consist of not more than twenty elected members including those elected in accordance with clause 5.

7.2. The members of the Committee shall be elected at the Annual General Meeting of the Association and will serve a term of three years, after which, if eligible, they may stand for re-election.

7.3. The Bromley Police Borough Liaison Officer or his/her representative will be a full voting member of the committee.

7.4. In addition the Committee may co-opt up to one third of the total number of elected members of the Committee, who shall be representatives of members of the Association who shall serve until the conclusion of the next Annual General Meeting after individual co-option. Co-opted members shall be entitled to vote.

7.5. In addition, the following shall be entitled to ex-officio, non-voting representation on the Committee:

7.5.1. The chairperson of Bromley Police and Community Consultative Committee or his/her representative.

7.5.2. The Chairman of the Bromley Community Safety Partnership or his/her representative.

7.5.3. The Executive Officer of the Association, who shall also be the Secretary of the Association.

7.6. Any casual vacancy in the Committee may be filled by the Committee and any person appointed to fill such a casual vacancy shall hold office until the conclusion of the next Annual General Meeting of the Association and shall be eligible for election at that meeting.

7.7. Any accidental failure to elect or any accidental defect in the election, appointment, cooption or qualification of any member shall not invalidate the proceedings of the Committee.

7.8. Any member of the Committee who is absent from 3 consecutive meetings (either full Committee or sub committee) without apologies, will be deemed as resigned.

7.9. The Committee may appoint or dismiss and fix the remuneration, duties and conditions of service of such staff, including an Executive Officer, as may in its opinion be necessary.

7.10. The Committee shall have power to enter into contracts to further the objects of the Association.

- 7.11. The Committee may appoint such special or standing committees as may be deemed necessary by the Committee and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing committees shall be reported back to the Committee fully and promptly.
- 7.12. The members of the Committee shall be entitled to an indemnity out of the assets of the Association for all expenses and other liabilities properly incurred by them in the management of the affairs of the Association but this indemnity shall not extend to liabilities arising from wilful and individual fraud, wrongdoing or wrongful omission on the part of the member sought to be made liable.

## 8. Rules of Procedure

### 8.1. Quorum

- 8.1.1. The quorum at an Annual General Meeting of the Association shall be fifteen.
- 8.1.2. The quorum at a meeting of the Committee or of any committee appointed under Clause 7.11 hereof shall be one third of the members or such other number as the Association may in General Meeting from time to time determine, subject to a minimum of three.

### 8.2. Voting

- 8.2.1. Subject to Clause 13 and 14 hereof, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No person shall exercise more than one vote but in the case of any equality of votes the chairperson of the meeting shall have a second or casting vote.
- 8.2.2. All elections of officers and committee members shall be by ballot.

### 8.3. Minutes

- 8.3.1. Minutes shall be kept by the Committee and all other committees, and the appropriate secretary shall enter herein a record of all proceedings and resolutions.

## 9. Standing Orders

- 9.1. The Committee may make such rules for the conduct of its business and that of the Association, as it may deem necessary PROVIDED THAT they shall be consistent with the requirements of this constitution.
- 9.2. The Committee shall have the power to make, repeal and amend such rules as they may from time to time consider necessary for the well being of the Association PROVIDED THAT they shall be consistent with the requirements of this Constitution, which, rules, repeals and amendments shall have effect until set aside by the Committee or at a general meeting.

## 10. Meetings of the Association

- 10.1. There shall be an Annual General Meeting of the Association, which shall be held not more than fifteen months after the preceding Annual General Meeting and at such place as the Committee shall determine. At least twenty-one clear days notice shall be given in writing by the Secretary to each member.
- 10.2. At such Annual General Meeting the business shall include:
  - 10.2.1. The election of officers;
  - 10.2.2. The election of members to serve on the Committee

- 10.2.3. The appointment of an auditor or auditors
- 10.2.4. The consideration of an annual report of the work done by or under the auspices of the Committee and of the audited accounts
- 10.2.5. Whenever necessary, consideration of and voting on proposals to alter this constitution in accordance with Clause 13 hereof.
- 10.3. The Chairperson of the Committee may at any time at his or her discretion and the Secretary shall, within twenty eight days of receiving a written request to do so, signed by not less than seven members and giving reasons for the request, call a Special General Meeting of the Association.

## 11. Nomination of Officers and Committee Members

- 11.1. Nomination for officers or members of the Committee must be made by full members of the Association and must be in the hands of the Secretary at least three days before the Annual General Meeting. Should nominations exceed vacancies, elections shall be decided by a simple majority of those present and entitled to vote. No member shall exercise more than one vote but in case of an equality of votes the Chairperson shall have a second or casting vote.

## 12. Finance

- 12.1. All monies raised by or on behalf of the Association shall be applied to further the purposes of the Association and not otherwise PROVIDED THAT nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Association not being a member of the Committee or the repayment of reasonable out-of-pocket expenses.
- 12.2. The Treasurer shall keep proper accounts of the finances of the Association.
- 12.3. The Accounts shall be audited at least once a year by the auditor or auditors appointed by the Annual General Meeting.
- 12.4. An audited statement of the accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting aforesaid.
- 12.5. The financial year shall end on 31 December.
- 12.6. A Bank Account shall be opened in the name of the Association with such bank, as the Committee shall from time to time decide. The Committee shall authorise in writing any two out of **four** persons, one always being the Treasurer and three other Committee members of the Association, who shall from time to time determine to sign cheques on behalf of the Association. All cheques must be signed by two of the authorised signatories.

## 13. Alterations to the Constitution

Any alteration to this Constitution shall receive the assent of not less than two-thirds of the membership of the Association present and voting at an Annual General Meeting or a Special General Meeting PROVIDED THAT notice of any such alteration shall have been received from the Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be proposed. At least 14 clear days notice in writing of such a meeting, setting out the terms of the alteration, shall be sent by the Secretary to each member of the Association PROVIDED THAT no alteration shall be made to Clause 2.1, Clause 14, or this Clause until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained and no alteration shall be made which would have the effect of causing the Association to cease to be a charity at law.

#### 14. Dissolution

If the committee by a simple majority decides at any time that on the grounds of expenses or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote, for which not less than 21 days notice (stating the terms of the Resolution to be proposed thereat) shall be given. If such decisions shall be confirmed by a two-thirds majority of those present and voting at such meeting, the Committee shall have the power to dispose of any asset held by or on behalf of the Association. 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 substantially similar to the objects of the Association as the Committee may decide or failing that may be applied for some other Charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Association must be sent to the Charity Commissioners for England and Wales.

Amended Constitution approved at EGM, 6 October 2001

Date: 14 March 2002