

**THE LONDON BOROUGH OF BROMLEY NEIGHBOURHOOD WATCH ASSOCIATION  
CONSTITUTION (Amended Constitution for approval at Annual General Meeting – 2014)**

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

- 2.1. To foster positive community spirit
- 2.2. To promote greater public participation in the prevention and solution of crime.
- 2.3. The Association shall be non-party in politics, 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 registered Neighbourhood Watch Co-Ordinators and their Watches in the London Borough of Bromley.
- 2.5. Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses.
- 2.6. Procure to be written and print, publish, issue and circulate such material as necessary, using a variety of media, in furtherance of the objects.
- 2.7. Raise funds and invite and receive contributions from any persons, provided that the Association shall not undertake any permanent trading activities in raising funds.
- 2.8. 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.
- 2.9. Procure contributions by personal or written appeals, public meetings or otherwise.
- 2.10. Invest the monies of the Association not immediately required for its purposes in such investments, securities or property as may be thought fit by the full Executive Committee, subject to such conditions as may be required by law.

In addition, the Association shall:

- 2.11. Keep a register of Watches and Coordinators in the London Borough of Bromley as being officially recognised by the Association.
- 2.12. Use its best endeavours to ensure that public liability insurance is in place with a reputable insurer providing an indemnity of not less than £1 million and, subject to funds being available for this purpose, arrange any other insurance as the Executive Committee shall from time to time consider advisable.
- 2.13. Appoint and constitute such advisory committees as the Executive Committee may think fit.
- 2.14. Do all other lawful things as are necessary for the attainment of said Objects and Powers.

3. Membership of the Association

- 3.1. Membership of the Association shall be open to registered Coordinators who shall represent their Watch at meetings of the Association, may appoint a deputy for that purpose and shall be entitled to **one** vote at General Meetings of the Association.
- 3.2. Any other organisation wishing 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 who may request reasonable information before granting membership but may 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 may withdraw recognition of a Watch or a Coordinator provided 28 days notice is given of a meeting convened for that purpose together with the grounds for withdrawing recognition at which meeting the Coordinator may attend and speak.

#### 5. Officers

- 5.1. A Chairperson, Vice-Chairperson, Secretary, Treasurer and other such officers as the Association shall from time to time decide shall be elected at the Annual General Meeting of the Association. Such officers shall hold office until the Annual General Meeting next after their election but shall be eligible for re-election.
- 5.2. The Association shall appoint one or more qualified auditors and may determine a fee.

#### 6. President

The Executive Committee may elect a President 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 unless otherwise qualified.

#### 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 known as 'the Committee') which shall meet not less than 3 times a year and shall consist of not more than 15 elected members including those elected in accordance with Clause 5.
- 7.2. Committee members shall be elected at the Annual General Meeting of the Association and serve a term of 1 year after which, if eligible, they may stand for re-election.
- 7.3. Subject to the overall limit of 15, the Committee may co-opt up to one third of the total number of elected members of the Committee who shall be members of the Association and who shall serve until the conclusion of the next Annual General Meeting after individual co-option. Co-opted members shall be entitled to vote.
- 7.4. Subject to the overall limit of 15, the Committee may co-opt as a member of the Association any individual not already being a Coordinator whose membership might assist the Association in pursuing its Objects and Powers. Such members shall also be eligible for election to or co-option to the Committee where they shall serve until the conclusion of the next Annual General Meeting after individual co-option and shall be entitled to vote.
- 7.5. The Portfolio Holder for Public Protection and Safety at Bromley Council or his/her representative shall be entitled to ex-officio, non-voting representation on the Committee.
- 7.6. The Director of Environment and Community Services at Bromley Council shall be entitled to nominate from his or her staff an ex officio, non-voting representative to the Committee.
- 7.7. A Police Officer appointed to the task by the Bromley Police, Borough Commander shall be entitled to ex-officio, non-voting representation on the Committee.
- 7.8. Any accidental failure to elect or accidental defect in the election, appointment, co-option or qualification of any member shall not invalidate the proceedings of the Committee.
- 7.9. Any Committee member absent from 3 consecutive meetings (either full Committee or sub-committee) without apologies, will be deemed as resigned.
- 7.10. The Committee may enter into contracts to further the objects of the Association.
- 7.11. The Committee may appoint such special or standing sub-committees as may be deemed necessary 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. With prior Committee approval and agreement of the Treasurer, members of the Committee shall be entitled to repayment for all expenses and other liabilities properly incurred by them in the management of the affairs of the Association but this shall not exceed the amount of the Association's assets or extend to liabilities arising from wilful and individual fraud, wrongdoing or wrongful omission on the part of the member.

## 8. Rules of Procedure

### 8.1. Quorum

8.1.1. The quorum at an Annual General Meeting or Special General Meeting of the Association shall be fifteen.

8.1.2. The quorum at a meeting of the Committee or of any sub-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. 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 contested elections of officers and Committee members shall be by ballot.

### 8.3. Minutes

Minutes shall be kept by the Committee and all other committees, and the appropriate secretary shall enter therein a record of actions and resolutions.

## 9. Standing Orders

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. 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. Such 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 at such place as the Committee shall determine and the Secretary shall give at least 21 clear days notice in writing to each member.

10.2. At such Annual General Meeting the business shall include:

10.2.1. Election of officers and members to serve on the Committee.

10.2.2. Appointment of an auditor or auditors.

10.2.3. Consideration of an annual report of the work done by or under the auspices of the Committee and of the audited accounts.

10.2.4. Whenever necessary, consideration of and voting on proposals to alter this constitution shall be made in accordance with Clause 14 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

Nomination of officers or Committee members must be made by members of the Association and be in the hands of the Secretary at least 3 days before an Annual General Meeting. Should nominations exceed vacancies, elections shall be decided by simple majority of those present and entitled to vote. No member shall exercise more than 1 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 Objects and Powers of the Association and not otherwise PROVIDED THAT nothing herein contained shall prevent the payment in good faith of reasonable out-of-pocket expenses.
- 12.2. The Treasurer shall keep proper accounts of the Association which shall be audited at least once a year by the auditor or auditors appointed by the Annual General Meeting and an audited statement of the accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting aforesaid.
- 12.3. The financial year shall end on 31 December.
- 12.4. 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 up to 4 persons, one always being the Treasurer and up to three other Committee members, who shall from time to time determine to sign cheques on behalf of the Association. All cheques must be signed by 2 of the authorised signatories.

#### 13. Trust Property

- 13.1. The Committee may appoint a Custodian to hold any Association property, other than cash at the Bank, and the Custodian shall deal with said property as directed by resolution of the Committee, entry in the Minutes being conclusive proof of such resolution.
- 13.2. If the Committee shall give to the Custodian for the time being or said Custodian shall give to the Committee notice in writing requesting they relinquish Custodianship then upon expiration of such notice the Custodian shall for all purposes be deemed to have relinquished Custodianship.

#### 14. 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 registered member of the Association PROVIDED THAT no alteration shall be made to Clause 2.1, Clause 15, 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.

#### 15. 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.