



Wiltshire Neighbourhood Watch Association  
Constitution

## Name of the Organisation

The name of the organisation is Wiltshire Neighbourhood Watch Association (hereinafter referred to as 'the Association').

## Mission and Values

The Wiltshire Neighbourhood Watch Association is a non-profit organisation committed to creating safer communities in Wiltshire. We operate with the following values:

- **Equality and Diversity:** We embrace diversity and promote equal opportunities for all.
- **Political Neutrality and Non-Sectarianism:** We are politically neutral and non-sectarian in religion.
- **Community Focus:** We believe in the power of the community to prevent crime and improve safety.

## Objectives

To achieve our mission, we strive to:

- **Support and develop Neighbourhood Watch Groups:** We assist in the creation and ongoing development of active Neighbourhood Watch Groups/Schemes across Wiltshire.
- **Promote good citizenship:** We encourage individuals to be responsible and engaged citizens, contributing to a safer community.
- **Increase public awareness:** We raise awareness about crime prevention and safety measures, empowering individuals to play an active role.
- **Encourage public participation:** We promote active participation in crime prevention, detection, and reporting, fostering a collaborative approach to safety.
- **Reduce fear of crime:** We work to create a sense of security and well-being in our communities, reducing anxieties and concerns about crime.
- **Strengthen police/community liaison:** We facilitate effective communication and collaboration between the police and the communities they serve.
- **Enhance community safety:** We partner with recognised authorities and organisations to implement effective crime prevention strategies and improve overall community safety.

## Powers

To further its objectives, the Association, through a properly constituted meeting of the Association Committee (herein referred to as the Committee), may exercise the following powers:

### ***Promotion and Development:***

- Promote and assist in the development of Neighbourhood Watch Groups/Schemes across Wiltshire.
- Participate in the wider promotion of Neighbourhood Watch.

### ***Information and Support:***

- Conduct research and surveys.
  - Provide and communicate Association-approved information, services, and advice to and on behalf of members.
- Share and promote best practices, acceptable behaviour, and performance standards among all Neighbourhood Watch entities and relevant organisations.
- Provide accurate and timely information to the public and media when appropriate.
- Collaboration and Resources:
  - Act as a forum, coordinate resources and provide services for members, including small grants when appropriate.
  - Arrange, provide for, or assist in holding meetings, seminars, training courses, and exhibitions.
- Advocacy and Engagement:
  - Act as a consultative and advisory body to Authorities on matters affecting Neighbourhood Watch in Wiltshire.
  - Represent the views and needs of members and exchange information with Authorities and other Neighbourhood Watch entities.
- Fundraising:
  - Raise funds, invite and receive donations or gifts from any source, prudently and legally approved by the Association Committee.

## Membership

Any person who has joined Wiltshire Neighbourhood Watch and is registered as such on the national Ourwatch database is a member of the Association.

Any request for members' details will follow the national Neighbourhood Watch GDPR guidelines.

A member may terminate their membership through the Ourwatch Unsubscribe option 'Leave this system completely'

The Association has the right to challenge the membership of a person whose conduct is deemed likely to be in contradiction of the aims of Neighbourhood Watch in conjunction with the national Neighbourhood Watch organisation, Ourwatch.

## **Association Committee**

### ***Composition and Responsibilities***

The Association Committee will comprise the following members elected at the Annual General Meeting (AGM).

- Four elected officials, including the Chair, Deputy Chair, Secretary, Treasurer, and three other members, will form the core committee responsible for managing the Association's overall operations.
- The committee can appoint coordinators for each of the current Community Police Teams as voting members to ensure close collaboration. Additional co-options are permitted for organisational stability.

#### Sub-Committees

- The committee has the authority to establish sub-committees as needed, defining their purpose, scope, authority, duration, and composition.
- Sub-committees must report their activities and proceedings to the Committee according to a predetermined schedule.

#### Non-members attending Meetings

- The committee has the right to invite non-members to meetings, for example, a police representative, but these individuals may not vote on any issue.

#### Committee Member Term and Re-election

- Committee members' terms automatically expire at the annual AGM.
- Retiring members are eligible for re-election.

## **General Meetings**

### ***Annual General Meeting (AGM)***

#### **Date and Notice:**

- The AGM will be held between September 1st and November 30th each year.
- At least 28 days written notice must be given to all members by the Association Secretary. Electronic notices are considered valid.

#### **Meeting Chair:**

- The elected Chair, or in their absence the Vice Chair, will manage the meeting.
- If both are unavailable, Committee Members will choose a volunteer Officer as temporary Chair, with full authority for that meeting.

#### **Attendance and Voting:**

- All members are welcome to attend AGMs.
- Only authorised voters can vote at AGMs.

## **Elections and Appointments:**

- At the AGM, members will elect Association Officers, Committee Members, and appoint an Auditor and Independent Examiner (as needed).

## **Nominations:**

- Nominations for Officer and Committee positions, duly proposed and seconded, must be submitted to the Secretary 7 days before the AGM, with nominee consent.
- Retiring Officers seeking re-election are exempt from this requirement.
- If no nominations are received or are withdrawn before/during the meeting, the Chair may accept nominations from the floor.

## ***Extraordinary General Meetings (EGMs)***

### **Calling an EGM:**

- An EGM can be called by the Chair, by three Committee Members, or by 10 Association Members via written application to the Secretary.
- All members are welcome to attend and vote at an EGM
- Rules will be the same as for AGMs

## **Conduct at Meetings**

### ***Quorum***

A minimum of three Committee Members must be present to constitute a quorum for any Association meeting.

### ***Conflicts of Interest:***

- Committee Members:
  - If a majority of those present believe a Committee Member has a personal or professional conflict of interest regarding a matter under discussion or vote, the Chair can:
    - Direct the member to leave the room during the debate and abstain from voting.
    - Take other measures deemed necessary by the circumstances.
  - Failure to comply can result in immediate termination of the member's position.
- Chair:
  - If the Chair is considered to have a conflict of interest, the committee will:
    - Appoint the Vice Chair to preside.
    - Elect a temporary Chair for that item only

### ***Voting:***

- Resolutions must be proposed and seconded.
- Ordinary votes pass by a majority on a show of hands.

- Secret ballots may be held upon request:
  - By any Committee Member at any meeting.
  - By any voting member at an AGM or EGM.

### ***Casting Vote:***

In case of a tie, the Chair (or temporary Chair) has a second or casting vote.

### ***Minutes:***

Minutes of all proceedings and resolutions of General Meetings, committee meetings, and sub-committee meetings must be kept by the appropriate Secretary.

### ***Meeting Frequency:***

The Committee will meet no less than four times per year, with at least 28 days' notice provided to each member.

## **Finance**

### ***Fiscal Year End:***

- The Association's financial year shall conclude annually at midnight on December 31st.

### ***Use of Funds:***

- All funds raised by or for the Association will be solely used to advance its defined objectives.
- Reimbursements of reasonable out-of-pocket expenses incurred while furthering the objectives of the Association.

### ***Treasurer Responsibilities:***

- The Association Treasurer shall maintain accurate and complete financial records.
- The Treasurer will present a clear and accurate overview of the Association's financial situation at each Committee meeting, the Annual General Meeting, and upon request from the Committee, Chair, or Vice Chair.
- Additionally, the Treasurer will make bank books, cash books, and other pertinent financial documents accessible for authorised parties to inspect upon reasonable request.

### ***Banking and Payments:***

- The Association will maintain a bank account under its name at a bank chosen by the Committee.
- The Committee shall designate specific representatives, including the Treasurer, to authorise payments and sign cheques on behalf of the Association.
- Issuing a cheque only requires one signature, but written or electronic authorisation from another authorised cheque issuer must be obtained beforehand.

### ***Electronic Banking:***

- In the event electronic banking becomes necessary, the Committee will review procedures and establish a suitable policy.

## **Dissolution and Asset Disposal**

### ***Decision to Dissolve:***

- The Association Committee may, by a simple majority vote, propose the dissolution of the Association if deemed necessary or advisable.
- Upon such proposal, the Association Officers must call an Extraordinary General Meeting (EGM) to consider the proposal.

### ***Dissolution Vote:***

- At the EGM, a resolution to dissolve the Association must be passed by at least 75% of the members present and voting.
- The Association Officers must clearly state the intended method for disposing of all Association assets in the EGM notice.

### ***Asset Disposal:***

- After paying all outstanding debts and liabilities, any remaining assets will be directed to one or more charitable institutions with similar objectives to the Association, as chosen by the Committee.
- The Association Committee remains in effect until all assets have been lawfully disposed of.

## **11. Amendments to the Constitution**

### ***Major Amendments:***

- Require a majority vote of 75% of members present and voting at an Annual General Meeting.
- Notice of proposed amendments must be received by the Secretary 21 days before the meeting.
- Secretary must notify all Association Members of the proposed amendments 14 days in advance of the AGM.

### ***Minor Amendments:***

May be made with a simple majority vote of the Committee.

Permitted changes include modifications to:

- Association name
- Number and responsibilities of the Committee
- Frequency of meetings, etc.

Restrictions on Minor Amendments:

- Cannot alter the Association's objectives or goals.
- Cannot change the process for amending the Constitution.
- Cannot change the Association's dissolution procedures.

## 12. Declaration of Adoption

On behalf of the Wiltshire Neighbourhood Watch Association, I hereby declare that this constitution was approved and adopted at our Annual General Meeting held at Wiltshire Police Headquarters on Saturday, 5<sup>th</sup> October 2024.

Signature:

Name:

Role:

Date:

Signature:

Name:

Role:

Date: