

The London Borough of Sutton Neighbourhood Watch Association

Registered Charity No. 1120448

CONSTITUTION

1 Name

The name of the Association shall be "The London Borough of Sutton Neighbourhood Watch Association" (the Association).

2 Objects and Powers

The objects of the Association shall be:

- 2.a To promote good citizenship and greater participation in the work of the police and other organisations striving to improve community safety in the London Borough of Sutton.
- 2.b The Association shall be non-party-political and non-sectarian in religion and all individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

In furtherance of the said objects but not otherwise, the Association, subject to any conditions required by law:

- 2.c Shall provide services for and on behalf of all Neighbourhood Watch groups in the London Borough of Sutton.
- 2.d Should liaise with other Neighbourhood Watch groups, the Safer Sutton Partnership Service or its successor, the Metropolitan Police and other appropriate bodies.
- 2.e Should promote and organise co-operation in the achievement of the same, nationally, and locally with, similar voluntary organisations, government departments, statutory authorities and individuals.
- 2.f Shall promote good citizenship by advocating the treatment of others in a responsible, respectful, and professional manner by behaviour and by the use of non-discriminatory and inoffensive language.
- 2.g If required, shall appoint one or more qualified auditors and determine their remuneration (if any).
- 2.h Should provide indemnity insurance to cover the liability of the Executive Committee (the Committee), (or any member of the Committee) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Association. Provided that any such insurance shall not extend to any claim arising from any act or omission which the Committee (or any member of the Committee) knew to be a breach of trust or breach of duty or which was committed by the Committee (or any member of the Committee) in reckless disregard of whether it was a breach of trust or breach of duty or not.
- 2.i May purchase, hire or otherwise acquire any property or assets necessary for the achievement of the Association's objectives, ensuring such property or assets are properly maintained. And dispose of any redundant property or assets giving maximum benefit to the Association.
- 2.j May accept gifts, raise funds and invite contributions from any persons, provided that the Association shall not undertake any permanent trading activity.
- 2.k May invest the monies of the Association not immediately required for its purposes.
- 2.l May employ staff as necessary.

3 Membership

- 3.a Membership of the Association shall be open to residents of the London Borough of Sutton and may be extended to any person of benefit to the Association and approved by the Committee.
- 3.b Membership shall be at the discretion of the Committee who may request reasonable information from an applicant before granting membership and may not reject an applicant without sufficient reason.
- 3.c Members shall provide the Association with their first (or known as) name, family name, postal address, valid email address (where held) and telephone number. A register of all members' details shall be kept in compliance with the General Data Protection Regulation 2018.

Termination of Membership

- 3.d A member may resign by giving notice to the Secretary.
- 3.e The Committee shall have the right for good and sufficient reason to suspend or to terminate the membership of an individual who will have the right to be heard by the Committee before a final decision is made.

4 Associate Membership

- 4.a Associate Membership may be granted to non-residents.
- 4.b Associate Membership is intended for people who live close to Sutton or who have strong links and want to contribute and/or be kept informed.
- 4.c Associate Membership shall be at the discretion of the Committee who may request reasonable information from an applicant before granting membership.
- 4.d Associate Members shall be entitled to attend General Meetings but shall have no voting rights.

5 Officers

- 5.a At the Annual General Meeting, the Association will elect a Chairperson, a Vice Chairperson, a Treasurer, a Secretary and any other officers as required.
- 5.b The Officers of the Association may hold office until the conclusion of the Annual General Meeting of the Association next after their election but will be eligible for re-election.
- 5.c No person may hold more than one substantive Officer position.

6 Patrons

The Annual General Meeting may elect a President, Vice President or Patron for such a period as they think fit.

7 Executive Committee

- 7.a The Association shall be directed by an Executive Committee (the Committee) which should meet not less than three times a year.
- 7.b The members of the Committee, who shall attend not less than three times a year and shall have roles in furtherance of the Association's objectives, shall be elected by the Annual General Meeting of the Association and may hold office until the conclusion of the Annual General Meeting of the Association next after their election but shall be eligible for re-election.
- 7.c Ward Co-ordinators shall have the same rights and responsibilities as Committee Members.
- 7.d A vacancy in the Committee may be filled by the Committee and the appointee may serve until the conclusion of the next Annual General Meeting.

- 7.e In addition, the Committee may co-opt any Committee Member to an Officer position, who may serve until the conclusion of the next Annual General Meeting after co-option.
- 7.f In addition, the Safer Sutton Partnership Manager or his/her representative, the Metropolitan Police Borough Commander for Sutton or his/her representative, the Leader of the London Borough of Sutton Council or his /her representative should be granted ex-officio, non-voting representation on the Committee.
- 7.g The proceedings of the Committee shall not be automatically invalidated by any accidental failure in the election or appointment of any member.
- 7.h 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.i The Committee shall have power to enter into contracts for the purpose of the Association on behalf of the members of the Association.
- 7.j The members of the Committee shall be indemnified by the Association for all approved legitimate expenses and other liabilities properly incurred by them in the management of the affairs of the Association.

8 Meetings of the Association

- 8.a An Annual General Meeting of the Association shall be held between April and August each year and not more than eighteen months after the preceding Annual General Meeting. The secretary shall give members at least twenty-one days notice directly and or by advertisement.
- 8.b The Annual General Meeting shall include:
 - 8.b1 The election of Officers and Committee Members.
 - 8.b2 The consideration of an annual report of the work done by or on behalf of the Committee and of the approved accounts.
- 8.c The Chairperson and Secretary of the Committee may at any time at their discretion, but within twenty eight days of receiving a written request to do so, giving reasons and signed by not less than seven members, arrange for a Special General Meeting of the Association.

9 Rules of Procedure at all Meetings

Quorums:

- 9.a The quorum at a General Meeting of the Association shall be 20 members of the Association.
- 9.b The quorum at a meeting of the Committee shall be five of which two shall be Officers. The quorum at a sub committee meeting shall be three, of which one shall be an Officer.

Voting:

- 9.c Members of the Association shall be entitled to one vote at meetings of the Association.
- 9.d Subject to clauses 15 and 16, all questions arising at any meeting shall be decided by a majority of those present and entitled to vote. No person shall have more than one vote but in the case of any equality of votes, the Chairperson of the meeting shall have a second and casting vote.
- 9.e Minutes of proceedings and resolutions shall be kept by all committees.
- 9.f Subject to the agreement of the participants, a meeting of the Committee may be conducted wholly or partly by electronic or virtual means, provided that the meeting is in accordance with all provisions of this Constitution.

10 Nomination of Officers and Committee Members

- 10.a Nominations for Officers and Committee Members must be made and seconded by members of the Association. All nominations must be received by the Chairperson and Secretary at least ten days before the Annual General Meeting.
- 10.b Nominees must be elected by a majority of those present and entitled to vote. No member shall exercise more than one vote but in the case of an equality of votes the Chairperson shall have a second or casting vote.

11 Standing Orders

The Committee may make such rules for the conduct of the Association's business as it may deem necessary that are consistent with the requirements of this constitution.

12 Finance

- 12.a All monies raised for the Association shall be used for the purposes of the Association and not otherwise.
- 12.b Any member of the Committee if instructed by the Committee to act in a professional capacity on behalf of the Association may charge for business done by him or her or his or her company. Provided that at no time shall a majority of members of the Committee benefit under this provision.
- 12.c The Treasurer shall keep proper accounts of the finances of the Association which shall be submitted to the Committee for approval at least once a year.
- 12.d In accordance with the requirements of the Charity Commission, when required, the accounts shall be audited at least once a year.
- 12.e A statement of accounts for the preceding financial year shall be submitted to the Annual General Meeting.
- 12.f A bank account shall be opened in the name of the Association as decided by the Committee. The Committee shall authorise three persons, one always being the Treasurer and two other Committee Members, who shall authorise payments on behalf of the Association. All payments must be authorised by two of the authorised persons.
- 12.g All expenditure shall be authorised by an Officer other than the person incurring the expenditure.

13 Property Custodianship

- 13.a The property of the Association other than cash at the bank may be vested in a Custodian who shall deal with the property as directed by resolution of the Committee. A trust corporation may be appointed as Custodian upon such terms and conditions as may be agreed in writing between the Custodian and the Committee.
- 13.b Proper records shall be kept of the Association's significant assets with any required insurances.

14 Panel of Advisors

- 14.a To assist the Association, an advisory panel to provide non-binding advice shall be created.
Advisors shall be specialists in various fields whose expert advice may be sought when required.
- 14.b Advisors shall be appointed at the discretion of the Officers of the Association.
- 14.c In agreeing to be an Advisor all persons shall undertake to fully support the Association's Objects and agree to respect and preserve the confidentiality of any information received.
- 14.d Advisors shall be entitled to attend meetings but shall have no voting rights.
- 14.e Advisors shall be kept informed of plans and activities so that they can offer advice as seems appropriate.

15 Alteration to the Constitution

- 15.a Any alteration to this Constitution must receive the assent of not less than two thirds of those present and entitled to vote at an Annual General Meeting or Special General Meeting. Notice of any proposed alteration must be received by the Secretary and Chair in writing not less than 30 days before the meeting at which the alteration is to be proposed.
- 15.b Notification of any proposed alteration to this Constitution shall be included with the notice of the Annual General Meeting or Special General Meeting.
- 15.c Any proposed alteration to Clauses 2a (Objects and Powers), 16 (Dissolution) or this Clause must have prior approval from the Charity Commission or other authority having charitable jurisdiction before coming into effect and no alteration shall be made which would have the effect of causing the Association to cease to be a charity under law.

16 Dissolution

If the Committee by majority decides that it is necessary to dissolve the Association it shall call a meeting of all members of the Association giving not less than 21 days notice stating the terms of the resolution to be proposed. If the decision is confirmed by not less than two thirds of those present and entitled to vote at the meeting, the Committee shall dispose of any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given to other institutions having similar objectives to the Association or failing that to another registered charity. A copy of the statement of accounts, for the final accounting period of the Association must be sent to the Charity Commission for England and Wales.

Adopted by the Association

Signed on behalf of the Association

by: Anna James (Chairperson)

and by: Colin Pye (Vice Chairperson)

on: 29 June 2020