

# South Ribble Neighbourhood Watch Association

## CONSTITUTION

Note: The elected representative/co-ordinator from each neighbourhood watch scheme will be known as the 'member' and any reference to 'member' in this constitution should be construed accordingly.

### 1. Name

The name of the association is the South Ribble Neighbourhood Watch Association. The Charity.

### 2. Administration

Subject to the matters set out below, the charity and its property shall be administered and managed in accordance with its constitution by the members of the Executive Committee constituted by clause 7 of this constitution ('the Executive Committee')

### 3. Objects

- (a) The Association's objects ('the Objects') are that the charity is established to promote the benefit of local neighbourhood watch schemes in South Ribble.

It will undertake to achieve this by associating local authorities, the police, voluntary organisations and inhabitants in a common effort to advance education and practical steps to reduce crime and the fear of crime for all inhabitants of South Ribble.

- (b) To establish or to secure the establishment of an Association office within South Ribble.

### 4. Powers

The charity has the following powers, which may be exercised only in promoting the objects.

- (a) Powers to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- (b) Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- (c) Power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the charity.

- (d) Power subject to any consent required by law to borrow money and to charge all or any part of the property of the association with repayment of the money so borrowed.
- (e) Power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependents.
- (f) Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
- (g) Power to establish or support any charitable trusts. Associations or institutions formed for all or any of the objects.
- (h) Power to appoint and constitute such advisory committees as the Executive Committee may think fit.
- (i) Power to do all such lawful things as are necessary for the achievement of the objects.

#### 5. Membership

- (a) Membership of the charity is open to all members of neighbourhood watch schemes operating within the boundaries of South Ribble.
- (b) Membership is also open to those inhabitants from the immediate area outside South Ribble who share an interest in the aims and objectives of the charity.
- (c) Every member shall have one vote.
- (d) The Executive Committee may by a unanimous vote and for good reason terminate the membership of any individual: Provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

#### 6. Honorary Officers

At the first executive meeting following the AGM the executive committee shall elect the Honorary Officers from amongst their numbers.

#### 7. Executive Committee

- (a) The Executive Committee shall consist of not less than 5 nor more than 21 members being;
- (b) The honorary officers specified in the preceding clause;
- (c) Not less than 1 and not more than 17 elected at the annual general meeting who shall hold office from the conclusion of that meeting.
- (d) There may be only one member from any neighbourhood watch scheme
- (e) Half of the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the

date on which they came into office but they may be re-elected or re-appointed.

- (f) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- (g) Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.
- (h) No person shall be entitled to act as a member of the Executive Committee whether on a first or subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trusts of the charity.

#### 8. Determination of membership of Executive Committee

A member of the Executive Committee shall cease to hold office if he or she:

- (a) Is disqualified from acting as a member of the Executive Committee by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).
- (b) Becomes incapable by reason of mental disorder, illness or injury of managing his or her own affairs.
- (c) Is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated, or
- (d) Notifies to the Executive Committee a wish to resign (but only if at least two members of the Executive Committee will remain in office when the notice of resignation is to take effect).

#### 9. Executive Committee Members not to be personally interested

No member of the Executive Committee shall acquire any interest in property belonging to the charity (otherwise than as a trustee for the charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

#### 10. Meetings and proceedings of the Executive Committee

- (a) The Executive Committee shall hold at least 3 ordinary meetings each year. A special meeting may be called at any time by the chairperson or by 2 members of the Executive Committee upon not less than 7 days notice being given to other members of the Executive Committee of the matters to be discussed but if matters include an appointment of a co-opted member then not less than 21 days notice must be given.
- (b) The chairperson shall act as chairperson at meetings of the Executive Committee. If the chairperson is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chairperson of the meeting before any business is transacted.

- (c) There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is the greater, are present at the meeting.
- (d) Every matter shall be determined by a majority of votes of members of the Executive Committee present and voting on the question. In the case of the votes being equal the chairperson shall have a second or casting vote.
- (e) The Executive Committee shall keep minutes, in books kept for the purpose, of proceedings at meetings of the Executive Committee and any sub-committee.
- (f) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- (g) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken by a sub- committee. All acts and proceedings of any such sub-committee shall be fully and promptly reported to the Executive Committee.

#### 11. Receipts and expenditure

- (a) The funds of the charity, including all donations, contributions and bequests shall be paid into an account operated by the Executive Committee in the name of the charity at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.
- (b) The funds belonging to the charity shall be applied only in furthering the objects.

#### 12. Property

The Executive Committee shall cause the title to:

- (a) All land held by or in trust for the charity, which is not vested in the Official Custodian for Charities; and
- (b) All investments held by or on behalf of the charity

to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as Holding Trustees.

- (c) Holding Trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee. The Holding Trustees shall not be liable for the acts and defaults of its members.
- (d) If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the charity, the Executive Committee may permit any investments made by or in trust for the charity to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Executive Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

### 13. Accounts

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (a) The keeping of accounting records for the charity.
- (b) The preparation of annual statements of account for the charity.
- (c) The auditing or independent examination of the statements of account of the charity, and
- (d) The transmission of the statements of account of the charity to the Commission.

### 14. Annual Report

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

### 15. Annual Return

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commission.

### 16. Annual General Meeting

- (a) There shall be an annual general meeting of the charity, which shall be held in the month of September in each year or as soon as practicable thereafter.

- (b) The Executive Committee shall call every annual general meeting. The secretary shall give at least 21 days notice of the annual general meeting to all members of the charity. All the members of the charity shall be entitled to attend and vote at the meeting.
- (c) Before any other business is transacted at the first annual general meeting, the persons present shall appoint a chairperson of the meeting. The chairperson shall be the chairperson of subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairperson of the meeting.
- (d) The Executive Committee shall present to each annual general meeting the report and accounts of the charity for the preceding year.
- (e) Nominations for election to the Executive Committee must be made by members of the charity in writing and must be in the hands of the secretary of the Executive Committee at least 7 days before the annual general meeting. Should nominations exceed vacancies, election should be by ballot.

#### 17. Special General Meetings

The Executive Committee may call a special general meeting of the charity at any time. If at least 10 members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

#### 18. Procedure at general Meetings

- (a) The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the charity.
- (b) There shall be a quorum when at least 10 members of the charity are present at any general meeting.

#### 19. Notices

Any notice required to be served on any member of the charity shall be in writing and shall be served by the secretary of the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

## 20. Alterations to the Constitution

- (a) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (b) No amendment may be made to clause 1, 3, 9, 21, or this clause without the prior consent in writing of the Charity Commissioners.
- (c) No amendment may be made which would have the effect of making the charity cease to be a charity at law.
- (d) The Executive Committee should promptly send to the Charities Commission a copy of any amendment made under this clause.

## 21. Dissolution

- (a) If the Executive Committee decides that it is necessary or advisable to dissolve the charity it shall call a meeting of all members of the charity, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given.
- (b) If the proposal is confirmed by a two thirds majority of those present and voting, the Executive Committee shall have power to realise any assets held by or on behalf of the charity.
- (c) Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to any such other charitable institution or institutions having objects similar to the charity as the members of the charity may determine or failing that shall be applied for some other charitable purpose.
- (d) A copy of the statement of accounts, or account and statement, for the final accounting period of the charity must be sent to the Commission.

## 22. Arrangements until the first Annual General Meeting

- (a) Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.
- (b) This constitution was adopted on the date mentioned above in the presence of the persons whose signatures appear at the bottom of this document.

Signed.....date

Signed.....date

Signed.....date