



# Milton Keynes Neighbourhood Watch Association



## CONSTITUTION

### 1. Name

The name of the Association shall be the Milton Keynes Neighbourhood Watch Association (hereinafter called "the Association").

### 2. Objects and Powers

The objects of the Association shall be:

- 2.1 To promote the development and the enhancement of the existing Neighbourhood Watch (NHW) movement and encourage new members within the Milton Keynes Police area and Thames Valley Police area.
- 2.2 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:
- 2.3 Assist the statutory bodies in the promotion of good citizenship, neighbourliness, greater public awareness of crime and the participation in the prevention and detection of crime. Promote effective and cohesive liaison between NHW, the Police and other statutory bodies in the Thames Valley Police area in order to assist in reducing crime and the fear of crime.
- 2.4 Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses.
- 2.5 Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish results thereof.
- 2.6 Collect and disseminate information on all matters affecting the above purposes and exchange such information with other bodies having similar purposes.
- 2.7 Undertake, execute, manage or assist any charitable trust which may lawfully be undertaken, managed, executed or assisted by the Association.
- 2.8 Arrange to be written and print, publish, issue and circulate gratuitously or otherwise such papers, books, periodicals, pamphlets or other documents or films or recorded tapes as shall further the above purposes.
- 2.9 Accept donations and raise money in such a manner as the Association shall think fit, subject to such consents as required by law.
- 2.10 Procure contributions and donations to the Association by personal or written appeals, public meetings or otherwise.
- 2.11 Provide indemnity insurance to cover the liability of 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 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 of omission which the Committee (or any member of the Committee) knew to be a breach of trust or breach of duty or which as committed by the Committee (or any member of the Committee) in reckless disregard of whether it was breach of trust or breach of duty or not.

2.12 Appoint and constitute such advisory committees as the Committee may think fit.

2.13 Do all such other lawful things as necessary for the attainment of the said purposes.

### **3. Membership**

3.1 Membership of the Association shall be open to all NHW members in the Milton Keynes Police area who are interested in furthering the work of the Association. Any member, who seeks to apply for membership of the Committee, should apply in writing to the Secretary, and that application should be considered by the Committee.

### **4. Termination of Membership**

4.1 A member may resign by written notice to the Secretary.

4.2 The Committee shall have the right for good and sufficient reason to suspend or to terminate the membership of a member, provided that the individual member of the Committee shall have the right to be heard by the Committee before the final decision is made.

### **5. Officers**

5.1 The officers of the Association shall hold office for a maximum of two years after their election but shall be eligible for re-election at the end of their office.

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

### **6. Patrons**

6.1 The Annual General Meeting (AGM), if it thinks fit, may elect a President or Vice President of the Association. A President or Vice President need not be a member of the Association. A President or Vice President to 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 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 committees.

### **7. Executive Committee**

7.1 At the AGM, the Committee shall elect a Chairperson, Vice Chairperson, Secretary, Treasurer and any other officers.

7.2 In addition, the Committee may co-opt up to a maximum of 12 elected members of the Committee, who shall be representatives of the members of the Association and who shall serve until the conclusion at the next AGM after individual co-option.

7.3 In addition, the following shall be entitled to an ex-officer, non-voting representation on the Committee:

7.3.1 The Milton Keynes Police Liaison officer or his/her representative.

- 7.3.2 The Milton Keynes Safer MK Partnership representative.
- 7.3.3 A Neighbourhood Watch Network (England & Wales) representative.
- 7.3.4 Any other person considered appropriate by a simple majority of the Committee.
- 7.4 All elected and co-opted members shall agree to abide by the “Ethics and Guidelines for Members” as set out by the Neighbourhood Watch Network (England & Wales).
- 7.5 Any member of the Committee, who shall fail to give in writing reasons for non-attendance at three consecutive meetings of the Committee and/or subcommittee, reasons which are not considered reasonable by a quorum of the Committee, shall be deemed to no longer be a member of the Committee and shall be so advised by the Secretary.
- 7.6 Should any member of the Committee either say or do anything which after due consideration by the Committee may in any way bring the Association into disrepute the Association shall have that member’s position terminated immediately and shall be so advised by the Secretary.
- 7.7 Any member sending a letter giving reasons for non-attendance which are not considered reasonable by a quorum of the Committee shall also be deemed to no longer be a member of the Committee and shall also be advised by the Secretary by written notification. Any member of the Committee ceasing to be a member of the Neighbourhood Watch Association shall cease to be a member of the Committee.
- 7.8 Any casual vacancy in the Committee may be filled by the Committee. Any person appointed to fill each casual vacancy shall hold office until the conclusion of the next AGM of the Association and shall be eligible for election at the meeting.
- 7.9 The proceedings of the Committee shall not be invalidated by any accidental failure to elect or any accidental defect in the election, appointment, co-option or qualification of any member.
- 7.10 The Committee may appoint or dismiss and fix the remuneration, duties and conditions of service of such staff, including the Executive Officer, Secretary, as may in its opinion be necessary.
- 7.11 The Committee shall have the power to enter into contracts for the purpose of the Association on behalf of the members of the Association.
- 7.12 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.
- 7.13 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 subject to funds available and agreement of the Committee, 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.
- 7.14 The Committee shall create, review and update as deemed necessary a range of policies as required for due governance. Such policies may include, but not limited to: Vulnerable Peoples’ policy, Data Protection policy, Finance policy, and a Diversity, Equality & Inclusion Statement.

## **8. Rules of Procedures at all Meetings**

- 8.1 The Quorum at a Committee meeting of the full Committee shall be one-quarter of the total of the full elected Committee of the Association plus Chairperson and/or Secretary.

8.2 A record of all the Minutes shall be kept by the Committee, and the Secretary shall enter therein 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 requirement of the 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 wellbeing 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 an AGM.

## **10. Meetings of the Association**

10.1 Each year there shall be an Annual General Meeting (AGM) of the Association which shall be held (not being more than fifteen months after holding of the proceeding AGM) 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 Subject to Clauses 13 and 15 hereof, 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 an equality of votes, the Chairperson or Chairperson of the meeting shall have a second or casting vote.

10.3 At such AGM the business shall include:

10.3.1 The resignation and election of Officers.

10.3.2 The election of members to serve on the Committee.

10.3.3 The consideration of an annual report of the work done by or under the auspices of the Committee and the audited accounts.

10.3.4 Wherever necessary, consideration of and voting on proposals to alter this Constitution in accordance with Clause 13 hereof.

10.3.5 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 eight members, giving reasons for the request, call a Special General Meeting of the Association.

## **11. Nominations of Committee Members**

11.1 Nominations for membership of the Committee must be in the hands of the Secretary at twenty-one days before the AGM.

11.2 All Committee members shall be eligible to serve for a maximum of two years but shall be eligible to stand for re-election after their term office.

## **12. Finance**

- 12.1 All moneys 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 payment in good faith of reasonable out of pocket expenses.
- 12.2 Any member of the Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all usual professional charges for business done by them or their firm when instructed by other members of the Committee to act in a professional capacity on behalf of the Association, PROVIDED THAT at no time shall a majority of the members of the Committee benefit under this provision and that a member of the Committee shall withdraw from any meeting at which their own instructions or remuneration, or their firm, is under discussion.
- 12.3 The Treasurer shall keep proper accounts for the finances of the Association and oversee the accounts as necessary within the terms of the Finance policy, with regard to thresholds for the authorisation of expenditure and the process for claiming and reimbursing expenses to members.
- 12.4 If the account total is over £5,000, the requirement is that the account shall be audited once a year by the independent auditor or auditors appointed. For an account of less the £5,000, an annual statement of the account may be issued by the Treasurer for scrutiny.
- 12.5 An audited statement of the accounts for the last financial year shall be submitted by the Committee for the aforesaid AGM.
- 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 two or three persons, one always being the Treasurer and two 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 at least two of the authorised signatories.
- 12.7 The process for expenditure via online banking, as outlined in the Finance policy, will be the requirement of written authorisation via the Chairperson or Secretary to the Treasurer.

## **13. Alterations to the Constitution**

- 13.1 Any alteration to this Constitution shall receive the assent of not less than two thirds of the attendees of the AGM for the time being whether individual or representative present and voting at an AGM or a Special General Meeting PROVIDED THAT notice of any such alteration shall have been seen by the Secretary in writing not less than twenty-one clear days before the meeting at which the alteration is proposed. At least fourteen clear days' notice in writing of such a meeting, setting out the terms of alteration, shall be sent by the Secretary.

## **14. Arbitration**

- 14.1 If during the decisions and procedures of the Association performing its roles and duties within the terms of this Constitution and its charitable work the Association faces irreconcilable disputes or grievances, then the Association can apply for independent arbitration via the Chairperson of the Thames Valley Neighbourhood Watch Association whose decision will be seen as final and binding on all parties.

**15. Dissolution**

15.1 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, of which meeting of not less than twenty-one 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 the assets 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 similar to the objects of the Association as the Committee may decide or failing that may be applied for some other charitable purposes.

This Constitution was adopted on ....., verified by the persons whose signatures appear at the bottom of this document:

Print name.....

Signed ..... Dated.....

Print name.....

Signed ..... Dated.....

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