



## **THE ARUN WEST NEIGHBOURHOOD WATCH ASSOCIATION**

### **CONSTITUTION**

This Constitution replaces all previous issues and was adopted on 13<sup>th</sup> July 2020

#### **Name**

The Association's official title is the Arun West Neighbourhood Watch Association, also known as Arun West Neighbourhood Watch Association, hereinafter called the Association.

#### **Objects**

The objects of the Association are to work with Sussex Police to:

- (a) Prevent crime and anti-social behaviour by improving security, increasing vigilance, creating and maintaining a caring community and reducing opportunities for crime by increasing crime prevention awareness;
- (b) Assist the police in detecting crime by promoting prompt reporting of suspicious and criminal activity;
- (c) Reduce undue fear of crime by providing accurate information about risks and by promoting a sense of security and community spirit, particularly among the more vulnerable members of the community; and
- (d) Improve communication between local residents and crime reduction services.

#### **Status**

The Association is independent of any national body, but it is entitled to display the national logo and benefits from free public liability insurance cover for its activities, having been formally registered with, and approved by Sussex Police as an authorised Neighbourhood Watch Association. It is a member of the Sussex Neighbourhood Watch Federation.

#### **Membership**

Any householder over eighteen years becomes a member by joining or forming a Street Scheme, agreeing to take sensible precautions to protect their property, passing relevant information about crime to the police, keeping up to date by reading circulated reports, and keeping in contact with their Coordinator.

#### **Street Coordinator**

In agreeing to form or take over a Street Scheme, a voluntary coordinator agrees to:

- (a) Maintain contact between the police, other partnership bodies, their Area Coordinator and members of the scheme;
- (b) Keep a record of member households to use for ordering newsletters, literature and for insurance cover;
- (c) Supply each member with Neighbourhood Watch and crime prevention literature;
- (d) Receive relevant information from the police and Neighbourhood Watch sources, and distribute these messages to members (access to email and a printer are essential);
- (e) Encourage vigilance amongst members, looking out especially for vulnerable scheme members and neighbours, and actively promote the early reporting of suspicious incidents directly to the police;
- (f) Encourage members to be aware of, and put into practice crime prevention measures, such as security marking and security devices;
- (g) Welcome newcomers to the neighbourhood and invite them to join the scheme;
- (h) Inform their Area Coordinator and local Police Community Support Officer (PCSO) of any changes to their contact details and scheme membership.



All Coordinators have to complete a Security Check Consent Form and a Police/NHW Coordinator Registration Form which prior to completion includes a PNC check undertaken by the Police. incorporating the provision of an email address and compliance with the Data Protection Act 1998. Recruitment formalities are undertaken by a representative of the Association member of the Association committee and if available the police, through the local PCSOs. Acceptance as a Coordinator is entirely at the discretion of the police and may be withdrawn at any time.

### **Area Coordinator**

In agreeing to form or take over a group of street schemes, a voluntary an Area coordinator agrees to:

- (a) Support the Street Coordinators within his area comprising the Area with relevant advice and assistance by maintaining regular contact;
- (b) Belong to the Association committee, providing effective liaison between the committee and the Street Coordinators through the provision of information and feedback in both directions;
- (c) Maintain accurate information of the contact details of all Street schemes in their Area, in partnership with their local PCSO;
- (d) Build an effective working relationship with their local PCSO to develop Neighbourhood Watch schemes in the area and encourage awareness of crime prevention initiatives.

Under the Memorandum of Understanding with Sussex Police, Neighbourhood Watch is encouraged to align Area boundaries with police beats (based on electoral wards) which facilitates easier liaison between the Area Coordinator and the local PCSO.

### **Association committee**

- The Association committee shall comprise of no less than eight Area or scheme coordinators all Area Coordinators and a Chairman, Secretary and Treasurer (the Officers), and any other roles considered appropriate from time to time. The officers and other members of the committee shall be the Trustees of the Association.
- The committee shall meet three four times a year and at the Annual General Meeting, and at any other time the Trustees Association Executive Committee consider necessary, to:
  - (a) Exchange information to enable the effective administration of the Association;
  - (b) Agree and take decisions on Association income and expenditure to promote the aims of the Association within a prudent financial framework;
  - (c) Receive reports on the Association's representation on outside bodies, including crime prevention partnerships and links with nearby Neighbourhood Watch Associations and the Sussex Neighbourhood Watch Federation;
  - (d) Receive police reports on the support being provided to the Association, and the reciprocal support being received by the police in the effective prevention of crime and anti-social behaviour;
  - (e) Develop all appropriate public relation measures to encourage public support for the Association, such as exhibitions, crime prevention initiatives, articles, publicity material and the promotion of web and social media sites

### **Association Executive Committee                      Powers of Trustees**

**The Association Executive Committee shall comprise of the Chairman, Secretary, Treasurer .and one member of the Association Committee**

The Trustees Executive committee are empowered to manage the business of the Association on behalf of its members. To further the Association's Objects, they may:



- (a) Raise funds in compliance with any relevant statutory regulations;
- (b) Buy, lease, hire or otherwise acquire any property and equip it for use;
- (c) Sell, lease or otherwise dispose of any property belonging to the Association in compliance with any relevant statutory regulations;
- (d) Borrow money in compliance with any relevant statutory regulations;
- (e) Cooperate with other charities, voluntary bodies and statutory authorities and exchange information and advice;
- (f) Obtain and pay for such goods and services as are necessary for carrying out the work of the Association;
- (g) Open and operate such bank and other accounts as the Trustees consider necessary;
- (h) Acquire, merge with or enter into any partnership or joint venture arrangement with any other Neighbourhood Watch Association;
- (i) Do all such other lawful things as are necessary for the Association achievements of the Objects.

### **Executive Committee**

The Executive Committee shall comprise the Chairman, Secretary and Treasurer (the Officers), and any other honorary roles considered appropriate from time to time, and one representative from each of the Sussex Police.

All members of the Executive Committee shall be subject to election at the Annual General Meeting.

The Executive Committee shall meet periodically at the discretion of the Chairman, to deal with matters that need a decision between full committee meetings. The powers of the Trustees are delegated to the Executive Committee, subject to confirmation of decisions at the next full committee meeting.

### **Annual General Meeting**

All members of the Association Committee, and all Street Coordinators, are encouraged to attend the Annual General Meeting of the Association. All such members, who carry out a voluntary role on behalf of the Association, shall be entitled to vote.

The business of the Annual General Meeting shall include:

- (a) A report on the Association's activities from the Officers; Chairman, Secretary and Treasurer.
- (b) Election of members of the Executive Committee;
- (c) A When possible a police report of local crime trends and feedback on the partnership with the Association, with an opportunity for open questions from members.

### **Dissolution.**

Should the Association committee decide to dissolve the Association, this proposal must be put to a Special General Meeting of the members.

The orderly dispersal of the Association's assets, including equipment and bank balances, must be formally agreed. In the event of a merger with another Association, all such assets will be transferred to the new body. In any other situation, the assets will be donated to a suitable charity. All bank accounts will be brought to a nil balance and closed. Final accounts must be prepared and lodged with the Sussex Neighbourhood Watch Federation.

### **Amendments to the Constitution**

The Association Committee may agree any such amendments or additional provisions to the Constitution as may be considered necessary, subject to ratification by the full membership. at the Annual General Meeting.