

Walsden Neighborhood Watch Community Group

CONSTITUTION

1. Name

The name of the Group shall be “**Walsden Neighborhood Watch Community Group**” herein after called “**WNWCG.**”

2. AIMS

The Aim of WNWCG is to promote and discuss current crime concerns and crime prevention but also to promote the well-being of residents by supporting, leading, and promoting projects which support this community and its residents.

3. POWERS

In order to achieve it aims the WNWCG can:

- Organize activities to engage with the local community
- Work with other groups and exchange information
- Purchase equipment which will enhance the achievement of WNWCG aims
- Open bank accounts and raise funds/apply for grants to enhance and develop the work that WNWCG plans
- WNWCG will promote the interests of residents and its community if it is within the law.

4. MEMBERSHIP

4.1.Membership of the group shall be open to residents of Walsden of over 18 years of age who are interested in actively supporting the aims of WNWCG and willing to abide by the rules.

4.2.Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion, or belief.

4.3.The membership of any member may be terminated for good reason by the Management Committee or Executive Committee, but the member has the right to be heard by the Executive Committee before a final decision is made.

- 4.4. All members are encouraged to join our Walsden Watch WhatsApp group, Facebook group, Facebook page or email for any information or communicate with the 'Area Contact'
- 4.5. All residents are classified as a member the moment they agree to join any of the Walsden Watch WhatsApp group, Facebook group, Facebook page
- 4.6. Members hold the right to post information on the sites we use, and this will be picked up by the required area contact.
- 4.7. When an Officer vacancy becomes available members hold the right to put themselves forward and will be approved by a vote from the Management Committee
- 4.8. Members must read and accept the confidentiality agreement

5. AREA CONTACTS

- 5.1. Area Contacts bring back concerns from members/residents to meetings
- 5.2. Area Contacts meetings are held monthly
- 5.3. All Officers must attend unless notice given
- 5.4. When an Officer vacancy becomes available Area Contacts hold the right to put themselves forward and will be approved by a vote from the Management Committee
- 5.5. Area Contacts must be able to access WhatsApp to feedback information before meetings and report concerns to our WNWCG WhatsApp while following GDPR

6. MANAGEMENT COMMITTEE

- 6.1. The WNWCG shall be administered by a Management Committee Officers and the Executive Committee Officers
- 6.2. The Officers of the Executive Committee are four Officers who also sit on the Management Committee but oversee all operations.
- 6.3. The Officers of the Management Committee shall be; The Chair, The Vice Chair, The Treasurer, The Secretary, The Fundraising Officer and Advisors (3)
- 6.4. The Management Committee shall meet five times a year but are always in a WhatsApp group with each other.
- 6.5. Meetings of the Management Committee shall be chaired by a nominated Officer. Minutes will be taken which will be distributed to all members of that Committee.

6.6. Voting at Management Committee Meetings shall be by show of hands. If there is a tied vote, then the Executive Committee will make the final decision.

6.7. The Management Committee may appoint another member of the WNWCG as a Committee Member to fill a vacancy provided the maximum number is not exceeded

6.8. Officers can hold more than one role if they wish with permission from other Officers

7. EXECUTIVE COMMITTEE

7.1. The WNWCG and the Management Committee Officers shall be administered by the Executive Committee Officers

7.2. The Executive Committee shall meet at least five times a year but are always in a WhatsApp group together

7.3. The Executive Committee shall never exceed five Officers

7.4. The group shall always agree to work towards a neutral agreement on any controversial topics

8. DUTIES OF THE OFFICERS

8.1. The duties of the Chair are:

- Chair meetings of the Committee and the Full Membership
- Represent the Group at Meetings that the WNWCG are invited to unless other Officers are nominated.
- Appoint an Officer to Chair any meeting if required

8.2. The duties of the Vice Chairperson

- To adopt the duties of the Chairperson in his/her absence

8.3 The duties of the Secretary are:

- Take and keep minutes of meetings
- Prepare the agenda for meetings of the Executive Committee, Management Committee, and the Membership Committee in consultation with Officers
- Deal with correspondence
- Collect and circulate any relevant information within the WNWCG

8.4 The Duties of the Treasurer are:

- Supervise the Financial Affairs of the WNWCG
- Keep proper accounts that show all money collected and paid out by the WNWCG
- Reject/Accept all requests for money from the Officers within the WNWCG
- To raise money for the group while making sure this remains within the law
- Provide advertisement ideas to promote the group or activity

8.5 The Duties of the Advisors are:

- To give advice to the group
- An individual is seen as an Advisor if they have experience in a specific area but are unable to take up a formal role
- Specific area include experience in Public Services, Local Government, Youth Services, or representatives from other local groups
- Advisors hold the right to vote in all Management Committee meetings

7. FINANCE

7.1. Any money obtained by the WNWCG shall be used only for the WNWCG

7.2. Any Bank Accounts opened for the WNWCG shall be in the name of the WNWCG

7.3. Any cheques issued or money transferred shall be signed/authorized by the Treasurer and one other nominated Officer.

8. SPECIAL GENERAL MEETING

A Special General Meeting (S.G.M.) may be called by the Executive Committee to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any S.G.M. together with notice of the business to be discussed. All Members shall be entitled to attend

9. ALTERATIONS TO THE CONSTITUTION

Any changes to the Constitution must be agreed by at least two thirds of those Members present and voting at any Management Committee

10. DISSOLUTION

The WNWCG may be wound up at any time if agreed by two-thirds of those members present and voting at any Management Committee. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

10.1. This Constitution was adopted at a General Meeting of the WNWCG on

_____ **(date)**

Signed by:

Officers/Advisors: