

**THE ESSEX COUNTY**  
**NEIGHBOURHOOD WATCH**  
**ASSOCIATION**

**CONSTITUTION**

Updated and Approved by ECNWA on 8<sup>th</sup> September 2020

## **1. NAME**

The name of the Association shall be the ESSEX COUNTY NEIGHBOURHOOD WATCH ASSOCIATION (ECNWA) (herein called the Association) and will be managed by an Executive Committee (herein shown as EC). The ECNWA is a registered Charity number 1168988.

## **2. PRIMARY AIMS.**

The primary aims of the EC shall be:-

- 2.1. To liaise and promote the co-operation between all Neighbourhood Watch (NW) Groups in Essex, the Neighbourhood and Home Watch Network (NHWN) , Community Safety Partnerships (CSPs) ,Essex County Council Trading Standards, Essex Police and the Police and Crime Commissioner of Essex, and any other relevant groups or statutory agencies in Essex.
- 2.2. To publicise all such initiatives, projects or information that reduces crime, and or, rises at the same time public safety and reduces the fear of crime for all inhabitants in Essex.
- 2.3. To assist in holding such exhibitions, seminars, training courses, research surveys, investigations, public consultations and the publication of results thereof. Furthermore, to exchange, collect and disseminate any such information with other bodies of similar purpose.
- 2.4. To promote best practice and innovation in crime reduction in Essex to all members and partner agencies.
- 2.5. To receive relevant information from other East of England Counties, the NHWN and other organisations, and to disseminate such information to maintain the wellbeing and safety of the whole of the community.

## **3. EXECUTIVE COMMITTEE of the ASSOCIATION.**

3.1 The EC of the Association shall have the specific responsibility to advise, lead and perform all its roles, responsibilities and actions required within this Constitution in an open and transparent manner. The Association may appoint Honorary Presidents(s) in recognition of founders and long serving members, and Patrons who will help raise the profile and trust of the Association. Any such appointments will be approved by EC.

3.2. Membership of the ECNWA shall consist of

- a) Chairman
- b) Vice-Chairmen
- c) Treasurer
- d) Secretary or Minute Secretary ( if possible) or Chairman's notes will suffice as "minutes".
- e) County Co-ordinator
- f) One NW representative only from each of the fourteen CSP areas in Essex
- g) One representative from the PCC Office

Note: a, b and c will also represent their CSP area.

3.3 Members of a) to f) inclusive, shall have a single vote by right.

3.4 The ECNWA may, by a majority vote, co-opt any other members to the ECNWA who shall be representatives of partner organisations but they shall not be entitled to vote.

3.5 If the elected Chairman, Vice Chairmen, Secretary or Treasurer is unable or unwilling to perform their duties, the ECNWA may elect a person or persons to perform their duties until such time as a permanent replacement can be elected.

3.6 The EC shall have the power to enter into contracts for the purposes of and on behalf of Association.

3.7 Members of the EC shall be entitled to all reasonable out of pocket expenses, properly incurred by them, in the co-ordination of the affairs of the Association.

3.8 The Neighbourhood & Home Watch Network shall provide indemnity insurance to cover liability of all Essex County NW members or groups, whilst undertaking any NW activity.

**3.9 Members of the ECNWA shall not directly or indirectly involve themselves with the day to day business or internal issues of individual local NW groups without the express permission or invitation of the District organisation.**

**3.10 Members of the EC can only attend District NW group meetings, other than those in the District which they represent, with the express permission of the District organisation.**

#### **4. OBJECTIVES**

**4.1. The ECNWA shall increase the coverage of NW groups within the County of Essex.**

**4.2. The ECNWA shall develop a free interchange of information between all area NW groups and /or partner agencies.**

**4.3. The ECNWA shall promote good citizenship and greater public participation in the prevention and solution of crime by making the liaison between the Police, CSP's and the public more effective.**

**4.4. The ECNWA shall be non-political and non-sectarian and shall operate Equal Opportunities, Complaints Procedures and Data Protection.**

**4.5. The ECNWA shall provide services, guidance and support to local NW groups in order to increase their effectiveness in reducing crime and promoting community spirit for the benefit of all.**

**4.6. The ECNWA shall procure, write, print, publish, issue and circulate such papers, pamphlets or other documents that furthers the cause of the Association.**

**4.7. The ECNWA will identify funding opportunities and shall raise funds and invite or receive contributions from any person, persons or agencies by way of subscriptions, donations or legacies.**

**4.8. The EC will invest such funds, whole or in part, not immediately required for its purposes, in any such investments and /or securities as may be thought fit.**

**4.9. The EC shall do all such other lawful things as are necessary for the attainment of the said purposes on behalf of the Association.**

#### **5. ACCOUNTS.**

**5.1. The financial year will run from 1<sup>st</sup> April to 31<sup>st</sup> March.**

**5.2. The Treasurer shall be responsible for all the finances of the EC and the maintenance of proper accounts.**

**5.3. A bank account shall be opened in the name of the Association. All cheques must be signed by two authorised signatories, one of who must be the Treasurer plus either the Chairman, Vice Chairmen or County Co-ordinator.**

**5.4. The EC shall invite a person ( or persons) to inspect and audit the accounts at the end of the financial year who have been approved by ECNWA members at an Annual General Meeting or an Extra-Ordinary General Meeting .**

**5.5. All monies raised by or on behalf of the Association shall be applied to further the purposes of the Association and nothing herein shall prevent the payment in good faith of reasonable and proper remuneration and expenses of any employee or volunteer of the Association not being a member of the ECNWA.**

**5.6. Any expenditure above £250 shall be referred via the Treasurer to the Chairman for approval by the ECNWA.**

## **6. ANNUAL GENERAL MEETING.**

- 6.1. The Annual General meeting (AGM) of the EC should be held within twelve months of the previous AGM. At least 28 clear days' notice of the AGM date should be given in writing to each member of the ECNWA and should include a request for items for the agenda from members of the ECNWA. The full agenda for the meeting should be given to each member of the ECNWA at least 14 clear days before the date of the meeting.
- 6.2. At the AGM the business shall include the
  - (a) Appointment of Honorary Presidents and Patrons.
  - (b) Election of the Chairman, Vice Chairman (or Chairmen), Treasurer, Secretary/ or Minute Secretary ( if possible) and County Co-ordinator.
  - (c) Appointment of an Auditor.
  - (d) Approval of the audited accounts
  - (e) Presentation of a written report of the activities of the Association by the Chairman.
- 6.3. Officers of the ECNWA must be nominated and seconded by members of the ECNWA and written nominations must be in the hands of the Chairman at least two weeks before the AGM. The nominations must be available to the EC one week before the AGM for inspection and validation. Should nominations exceed vacancies, elections shall be decided by a simple majority of those present and entitled to vote. No members shall exercise more than one vote but in the case of an equality of votes the Chairman of ECNWA shall have the deciding vote.
- 6.4. Members elected to office will serve for a period of one year.
- 6.5. Those eligible to vote at the AGM will be members of the ECNWA only.
- 6.6. A Special General Meeting shall be called, within twenty eight days, by the Chairman of the ECNWA, on receiving a written request to do so by no less than seven members of the ECNWA giving reasons for the request.

## **7. GENERAL MANAGEMENT.**

- 7.1. The general management and business of the Association shall be solely led by the Executive Committee (EC) which shall meet not less than six times per year.
- 7.2. Any member of the Executive Committee must declare any conflict of interest caused by their business, political responsibilities or employment.
- 7.3. Any member of the ECNWA who is unable to be present at a meeting of the EC may send a deputy in their place.
- 7.4. Code of Ethics: Should any Association member breach one or more of the Ethics and Standard Guides which are clearly stated on the National Neighbourhood Watch website then that member may have his Association membership suspended or terminated .This can only be achieved by a majority vote of the remaining Association members.
- 7.5. Minimum age for Co-ordinator or member: There is to be a minimum age of eighteen years for a Co-ordinator and a member however ECNWA will continue to form Youth Neighbourhood Watch Groups whenever it is appropriate to do so which must be managed by an adult.

## **8. RULES OF PROCEDURE AT ALL MEETINGS.**

- 8.1. The quorum at a meeting of the ECNWA shall be six members and must include the Chairman and/or Vice Chairman (See Para 3.5).
- 8.2. All matters arising at any meeting requiring a vote shall be decided by a simple majority of those present who are entitles to vote.
- 8.3. No member of the ECNWA shall exercise more than one vote but in the case of any equality of votes the Chairman of ECNWA shall have the deciding vote.

**9. MINUTES.**

9.1 The Minutes or Chairman’s notes shall be kept wherein a record all proceedings and resolutions of said meetings shall be kept and the minutes shall be open to inspection.

**10. CHANGES TO THE CONSTITUTION.**

10.1 Any alterations, changes or amendments to the Association Constitution shall receive the assent of the ECNWA by a majority vote at the AGM or an Extra-ordinary General Meeting called for that purpose.

**11. DISSOLUTION OF THE ESSEX COUNTY NEIGHBOURHOOD WATCH ASSOCIATION.**

11.1 If the ECNWA , by a simple majority, decides at any time that it is necessary to dissolve the Association, it shall call a meeting of the ECNWA. The period of notice shall be not less than twenty one days, stating the terms of the resolution to be proposed. If such decisions shall be confirmed by a two-thirds majority of those present and voting at such a meeting, the ECNWA shall have the power to 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 equally divided between each CDRP NW area.

*This Constitution was been agreed at a Zoom meeting on September 8<sup>th</sup> 2020 and will be signed by each member ( or their Deputies) of the Essex County Neighbourhood Watch Association at an appropriate meeting once such meetings are allowed due to the coronavirus.*

|                    |                            |                |
|--------------------|----------------------------|----------------|
| DISTRICT.....      | DISTRICT CO-ORDINATOR..... | SIGNATURE..... |
| BASILDON.....      |                            |                |
| BRAINTREE.....     |                            |                |
| BRENTWOOD.....     |                            |                |
| CASTLE POINT.....  |                            |                |
| CHELMSFORD.....    |                            |                |
| COLCHESTER.....    |                            |                |
| EPPING FOREST..... |                            |                |
| HARLOW.....        |                            |                |
| MALDON.....        |                            |                |
| ROCHFORD.....      |                            |                |
| SOUTHEND.....      |                            |                |
| TENDRING.....      |                            |                |
| THURROCK.....      |                            |                |
| UTTLESFORD.....    |                            |                |

**DATE TUESDAY 8<sup>TH</sup> SEPTEMBER 2020.**