

# CONSTITUTION

## 1. TITLE

The organisation shall be called the Association of Dorset Watches, also referred to as ADW throughout this document.

## 2. AREA OF COVERAGE

2.1 The area to be served by ADW is the geographical area of Dorset. ADW shall support and represent all registered Watches in the Dorset Police area.

2.2 A Watch is considered 'registered' if it is registered in Dorset Alert or recorded on a list maintained by the lead organisation of the corresponding Watch type or, for Neighbourhood / Home Watch, if it is listed as approved on the national Neighbourhood Watch Network (NWN) database. Only Watches registered as 'schemes' on the National database are covered by NWN insurance.

## 3. AIMS AND OBJECTIVES

ADW shall strive to:-

- (i) Complement Dorset Watches in promoting crime prevention (including crime reduction, anti-social behaviour reduction and reducing the fear of crime) and liaison between Watches, Dorset Police, the Police and Crime Commissioner, other statutory bodies and voluntary crime reduction organisations to prevent crime and to make Dorset a safer place to live.
- (ii) Operate as a non-political, non-racial and equal opportunities organisation.
- (iii) Provide jointly with Dorset Police, services, from time to time as required for and on behalf of registered Watches in the Dorset Police area.
- (iv) From time to time arrange and provide for or join in arranging and providing for the holding of conferences, exhibitions, meetings, lectures, classes, seminars and training courses.
- (v) Collect and disseminate best practice information on crime prevention and reduction materials to further the aims of crime reduction and re-assurance.
- (vi) Represent the generic views, requirements and aspirations of Watches to Dorset Police, the Police and Crime Commissioner, and the Regional and National Watch networks.
- (vii) Encourage Watches to work closely together by holding open social and business meetings in each area to facilitate closer working relationships.
- (viii) Review from time to time the effectiveness and impact of ADW and its strategies.

## 4. NATURE OF ADW

ADW will be an independent, un-incorporated body, and not under the control of any Local Authority or other outside body.

## **5. OFFICERS AND EXECUTIVE**

5.1 ADW will be governed by an Executive comprised of Officers and representatives from across the County, all of whom shall be accredited members registered on Dorset Alert, plus non-voting representative of Dorset Police.

5.2 Every two years (in even numbered years), Watch members attending the Annual General Meeting will elect the following Officers:-

Chair, Honorary Treasurer, and Honorary Secretary.

5.3 Nominations (proposed, seconded and with the consent of the nominee) for Officers may be made by any registered Watch member at the AGM or in writing prior to the meeting. There shall be no limit to the number of terms an Officer can serve.

5.4 The Executive will have the powers to replace any member leaving the Executive during the 2-year term of office, to co-opt more people, and to invite representatives from appropriate agencies to attend meetings as non-voting advisors.

5.5 An Executive member shall cease to hold office if he/she:

- resigns by notice in writing to the Chair or Secretary.
- is absent from three consecutive meetings and the Executive resolves that his/her position is vacant.
- becomes incapable of performing his/her role for any reason.
- has his/her membership terminated for a fair and proper reason.

5.6 There shall be a quorum of three members, including at least 2 Officers, required to be present at a meeting.

5.7 Any time-critical decisions may be taken via e-mail or any other electronic means deemed acceptable by the Executive, subject to the requirements stated in sections 5.6 and 7.2 of this document being met.

## **6. MEETINGS FREQUENCY**

6.1 ADW shall aim to hold a minimum of three public meetings / events each year including the AGM.

6.2 The Executive shall hold at least three meetings per year.

## **7. EXECUTIVE MEETINGS AND PROCEEDINGS**

7.1 The Secretary shall keep full minutes of Executive meetings (recording those present, all resolutions and their outcome). All minutes shall be approved and signed by the Chair or (if different) the chair of the meeting at the next Executive meeting and shall (on reasonable notice) be available for inspection by any Executive Member or registered Watch Member.

7.2 Every decision by the Executive shall be determined by a majority of votes of the Executive Members present. In the case of equal votes the Chair of the meeting shall have a casting vote.

## **8. GENERAL MEETINGS**

8.1 There shall be an annual meeting (AGM) of the membership which shall be held within three months of the financial year-end. 28 days' notice shall be given.

8.2 Extraordinary General Meetings (EGMs) may be convened by the Executive or on receipt by the Secretary of a request in writing from not less than ten members of registered Watches. At least 21 days' notice of the meeting shall be given. The business to be considered at the meeting is to be specified in the notice convening the meeting.

- 8.3 For both AGMs and EGMs there shall be a quorum of ten members of registered Watches required to be present. In the event of the quorum not being reached, the procedure to be adopted may be decided by the Executive. All other arrangements for holding and conducting GMs (not specified by law or this Constitution) may be decided by the Executive.
- 8.4 Every decision at a GM shall be determined by a majority of votes of the members of registered Watches present. In the case of equal votes the Chair of the meeting shall have a casting vote.

## **9. ACCOUNTS AND FINANCIAL YEAR**

- 9.1 ADW shall have a bank account in its name.
- 9.2 Any payment or withdrawal from the account shall require approval by the Treasurer and one other Officer using approved banking procedures.
- 9.3 The financial year shall run from April 1<sup>st</sup> to March 31<sup>st</sup>.
- 9.4 The draft annual accounts shall be approved by the Executive and examined and certified as correct by an independent individual or organisation, whose appointment shall be ratified annually at the AGM.
- 9.5 The final examined annual accounts shall be laid before members at the AGM for approval.

## **10. ALTERATIONS TO THE CONSTITUTION**

- 10.1 Any alteration to the Constitution must receive the assent of not less than 50% of the Watch members present at the AGM or Extraordinary General Meeting (EGM) convened for such a purpose.
- 10.2 If ADW is a registered charity at the time of the proposal any alteration will need the approval of the Charity Commissioners.

## **11. INTEGRITY**

- 11.1 The name of ADW shall not be used so as to commit it either publicly or privately to any expense, action or opinion except with the prior consent of the Executive Committee.
- 11.2 If in the opinion of the Executive an affiliated Watch or a representative of any Watch brings ADW into disrepute or behaves contrary to the objectives of ADW, that Watch or individual may be referred to the national Neighbourhood Watch Network for further consideration and action as appropriate.

## **12. DISSOLUTION**

- 12.1 Any proposal to dissolve ADW must be approved by at least two thirds of the delegates attending an EGM convened for this purpose.
- 12.2 Funds held in the name of ADW shall be donated to one or more local crime prevention / reduction related group(s).
- 12.3 A copy of the audited final accounts shall be sent to the Charity Commissioners if appropriate.

**THIS CONSTITUTION WAS ADOPTED BY ADW AT THE EGM ON MAY 18<sup>th</sup> 2024**

**SIGNATURE ..... CHAIR. NAME PAT HALLIDAY**