

GORDON'S BAY NEIGHBOURHOOD WATCH



CONSTITUTION

1. Name

The organisation hereby constituted will be called **Gordon's Bay Neighbourhood Watch**.

- The shortened name will be **GBNW**

2. The GBNW Organisation

- The **GBNW** shall:
- Exist in its right, separately from its members
- Continue to exist even when its membership changes and there are different office bearers.
- Be able to own property and other possessions.
- Be able to sue and be sued in its own name.

3. GBNW Main Objectives are:

Create community awareness with regard to safety, crime prevention and the protection of the community and their property.

4. Income and property

The organisation will keep a record of everything it owns.

The organisation may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.

A member of the organisation can only get money back from the organisation for expenses that she or he has paid for or on behalf of the organisation.

Members or office bearers of the organisation do not have any rights over things that belong to the organisation.

5. Membership and General Meetings

If a person wants to become a member of GBNW, she or he will have to:

- Complete the necessary Membership Form

- Supply a copy of Identity document
- Supply a passport size photograph
- Obtain a police clearance
- On receipt of the clearance certificate from SAPS the member will be welcomed as a registered member of the GBNW.
- The management committee has the right to refuse membership.

6. Guidelines for Recruiting New Executive/Management Members

- Consider what skills are needed with for the smooth operational duties of the GBNW
- Keep a list of optional candidates and the skills they can bring to the Management Committee.
- Develop an Executive/Management application form to streamline the process.
- Meet the candidates on your list of potential members.
- Provide potential members with an overview of the organization and up to date literature e.g. newsletters.
- Identify potential conflict of interest.
- Invite potential members to Exco/Management meetings and AGM's.

7. Executive/Management Members

- An Executive/Management committee will manage the GBNW.
- This managerial committee will be made up of not less than 5/6 members.
- They are the office bearers of the GBNW.
- Office bearers will serve for one year, but they can stand for re-election for another term in office after that, depending on what kind of service they give to the organisation, they can stand for re-election into office again and again. This is so long as their services are needed, and they are ready to give their services.
- If a member of the managerial committee does not attend three management Committee meetings in a row, without having applied for an obtaining leave of absence from the management committee, then the management committee will find a new member to take that person's place
- Minutes will be taken at every meeting to record the management committee's decisions:
- The minutes of each meeting will be given to management committee members at least two weeks before the next meeting.
- The minutes shall be confirmed as a true record of proceedings, by the next meeting of the managerial committee, and shall thereafter be signed by the chairperson.

- GBNW has the right to form sub-committees. The decisions that sub-committees take must be given to the management committee. The management committee must decide whether to agree to them or not at its next meeting. This meeting should take place soon after the sub-committee's meeting. By agreeing to decisions the management committee ratifies them.
- All members of GBNW have to abide by decisions that are taken by the managerial committee.

8. Duties of Office Bearers within the Board:

Chairman:

- Provides leadership to the Board.
- Develop an agenda for Executive/Managerial meetings.
- Mediates with Directors or Manager on decisions by the Board.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities.
- Evaluates annually the performance of the organization in achieving its mission.
- Negotiates on behalf of the organization if given a mandate.
- Performs other duties as assigned by the Executive/Managerial team such as representing the organization at formal functions etc.
- Evaluate the performance of the Board on regular basis.

9. Vice chairman:

- Performs Chair responsibilities in the absence of the chairman
- Reports to the Chair.
- Works closely with Chair, members and staff.
- Performs other responsibilities as assigned by the Executive/Managerial.

10. Scribe

- Take minutes of each meeting which reflects the Agenda of the meeting.
- Register of attendees is kept
- Maintain records of the Executive/Managerial and ensures effective logistics at Executive/Managerial meetings
- Manages minutes of Executive/Managerial meetings.
- Ensures that minutes are distributed shortly after each meeting.
- Must be familiar with legal documents to note applicability during meetings.

11. Treasurer:

- Manages the finances of the GBNW.
- Controls the day to day finances of the GBNW.
- Arranges for all funds to be banked in the name of the organisation.
- Keeps proper records of all finances.
- The financial year end of the GBNW will end on the last day of February of each year.
- Administrates the fiscal matters of the organization.
- Provides the annual budget to the Executive/Managerial for members' approval.
- Ensures development and review of financial policies and procedures by the board.
- Whenever funds are taken out of the bank account, the chairperson and at least **two** other members of the organisation must sign for the money to be paid via internet banking.
- Treasurer to keep records and report which should be ready at any time when requested by the Executive/Managerial Committee.
- Whenever funds are taken out of the bank account, the chairperson and at least two other members of the GBNW must sign the withdrawal request
- If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984. Or the organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985. The organisation can go to different banks to seek advice on the best way to look after its funds.

12. Executive/Managerial Members:

- Regularly attend Executive/Managerial meetings and important related meetings.
- Accepts assignments and completes them thoroughly and on time.
- Stays informed on common matters, prepares for meetings, reviews and comments on minutes and reports.
- Builds collegial relationships with other Board members to contribute to consensus.
- Active participation in annual evaluation and planning exercises.
- Participates in fundraising events.

13. Administrator/Membership

- Maintain records of GBNW
- Maintain a Master Register of all members per financial year
- Ensure all members are fingerprinted and have police clearance
- Maintain a Policies and Procedure file and ensure that this is updated as and when required.
- Review annually all Policies and Procedures.
- Ensure Standard Operating Procedures are shared amongst all members

14. Powers of the organisation

The Executive/Managerial committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point number 3 of this constitution. Its activities must abide by the law.

The Executive/Managerial committee has the power and authority to raise funds or to invite and receive contributions.

The Executive/Managerial committee does, however, have the power to buy hire or exchange for any property that it needs to achieve its objectives.

The Executive/Managerial committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.

Executive/Managerial will decide on the powers and functions of office bearers.

15. Meetings and Procedures.

- The Executive/Managerial committee will hold at least one Executive meeting a month and at least one members meeting per month.
- The chairperson, or two members of the committee, can call a special meeting if they want to. But they must let the other management committee members know the date of the proposed meeting not less than 21 days before it is due to take place.
- They must also advise the other members of the committee which issues will be discussed at the meeting.

- If however, one of the matters to be discussed is to appoint a new Executive/Managerial committee member, then those calling the meeting must give the other committee members not less than 30 days' notice.
- The chairperson shall act as the chairperson of the Executive/Managerial committee. If the chairperson does not attend a meeting, then the Vice Chairperson shall chair the meeting
- When necessary, the Executive/Managerial committee will vote on issues. If the votes are equal on an issue, then the chairperson has the deciding vote.
- Minutes of all meeting must kept safely and always be on hand for members to consult.
- If the Executive/Managerial committee thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly.
- Or it may want a sub-committee to do inquiry, for example.
- There must be at least three people on a sub-committee.
- The sub-committee must report to the Executive/Managerial committee on its activities. It should do this regularly.

16. Annual General Meetings

The Annual General Meeting must be held annually, within two months after the close of the GBNW financial year. Notice to this meeting must go out at least 14 days before the given meeting.

The organisation should deal with the following business, amongst others, at its Annual General Meeting:

- Agree to the items to be discussed on the agenda:
- Keep a register of attendance
- Apologies to be noted
- Quorum of at least 1/3 of total members should be present.
- Read and confirm the previous meeting's minutes with matters arising
- Chairperson's report
- Treasurer's report
- Changes to the constitution that Executive/Managerial/members may want to make

- Elect new office bearers
- General
- Close the meeting
- Members of the organisation must attend its annual general meetings.

17.Changes to the constitution

The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds of the members who are at the Annual General Meeting or Special General Meeting. Members must vote at this meeting to change the constitution.

- Two thirds of the members shall be present at a meeting ('the quorum') before a decision to change the constitution is taken.
- Any Annual General Meeting may vote upon such a notion; if the details of the changes are set out in the notice referred to in 16.
- A written notice must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed.
- The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.
- No amendments may be made which would have the effect of making the GBNW cease to exist.

18.Dissolution/Winding-up

GBNW may be dissolved if at least two-thirds of the members present and voting at a meeting convened for considering such matter, are in favour of closing down.

19.When the organisation dissolves it has to pay of all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the GBNW, but to an organisation that has similar objectives. The organisation's general meeting can decide what organisation this should be.

20.Adoption of the Constitution

This constitution was approved and accepted by Exco members of **Gordon's Bay Neighbourhood Watch** at a Special General meeting held on 23 March 2018 signed at Gordon's Bay on 23 March 2018.



Acting Chairperson



Secretary