

GORDONS BAY NEIGHBOURHOOD WATCH



CONSTITUTION 2025



NEIGHBOURHOOD
WATCH
POCS



SAPS

Table of Contents



CPF

	Page No
1. Name of the Neighbourhood Watch/Farm Watch	3
2. Area of Operation – Boundry of Patrol (map)	3
3. Objectives of the Neighbourhood Watch/Farm Watch.	3
4. Membership	3/4
5. Conduct and Duties of Members on Patrol	4/5
6. Indemnity	5/6
7. Liability	6
8. Accountability	6
9. Compilation of the Executive Committee	6/7
10. Role, Functions and Powers of the Executive Committee	7/8
11. Delegation of Powers	9
12. Meetings	9/10
13. Disciplinary Procedures/Measures	10/11
14. Assets Management	11
15. Financial Management	11
16. Dissolution of the Gordons Bay Neighbourhood Watch	11/12
17. Amendments to the Constitution	12
18. Nominations	12
19. Voting	12
20. Proxies	12
21. Radio And Communications	12
22. Vote of No Confidence in the Executive Committee or a Member of the Executive Committee.	12/13
23. Interpretation	13

Abbreviations: South African Police Services SAPS

Police Oversight and Community Safety POCS

Community Police Forum CPF

Gordons Bay Neighbourhood Watch: GBNW

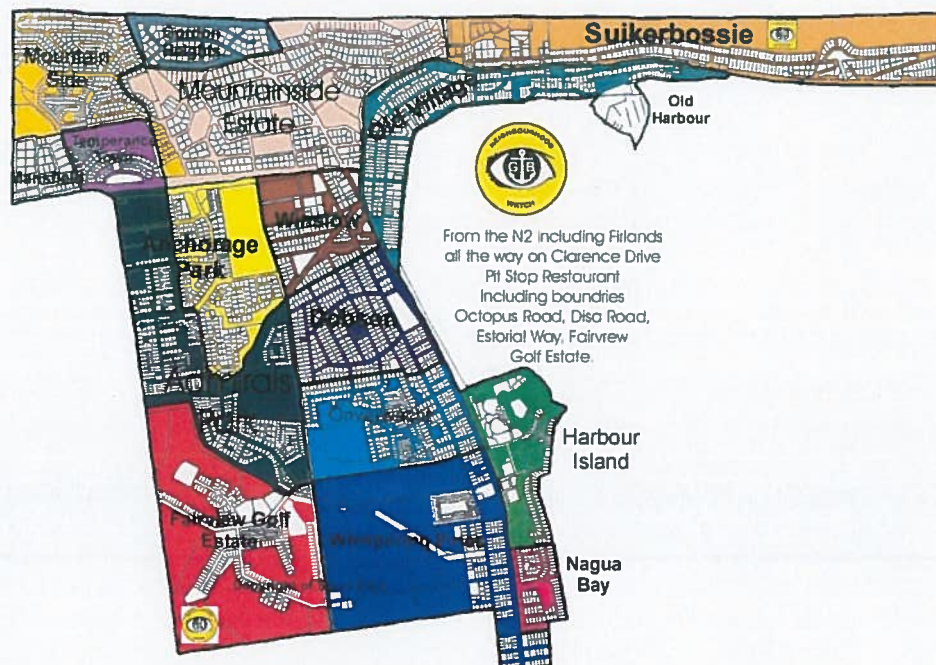
Executive Committee: EXCO



.1. Name of the Neighbourhood Watch/Farm Watch

The name will be the Gordons Bay Neighbourhood Watch.

2. Area of Operation – Boundaries of Patrol (map)



3. Objectives of the Neighbourhood Watch/Farm Watch.

- a) To create public awareness in terms of community safety, crime prevention and the protection of private property.
- b) To encourage the community to work in close co-operation with the **SAPS** and other partners involved in law enforcement.
- c) To manage and co-ordinate crime prevention initiatives and to discourage crime in the area.
- d) To ensure that the GBNW members act within the framework of the law.
- e) To unite the community in creating a stable crime free environment.
- f) Create the minimum of three structures, ie Home observers, patrollers and street block/watches.

4. Membership

Requirements for membership, disciplinary procedures/measures and termination of membership.

- a) They must be a resident in the area of operation of the GBNW

- b) A member(s) may not discriminate unfairly against any person on the basis of language, age, gender, religion, ethnic or social origin, colour, sexual orientation, disability, political persuasion or any other constitutionally protected orientation.
- c) A member must conduct himself or herself in a manner that will not bring the GBNW into disrepute.
- d) A member may not disseminate or divulge any confidential or privileged information obtained as a result of their membership or obtained whilst on patrol, unless it is essential to do so to help protect a member of the GBNW community.
- e) A member(s) may not exploit their membership of GBNW for their own personal advantage or benefit.
- f) A member(s) may not accept any payment, commission, or gratuity in connection with their membership of the GBNW except after being duly authorized to do so by the GBNW EXCO.
- g) A member(s) may not be in possession of any dangerous weapon under any circumstances which makes them guilty of a contravention of section 3(1) of the **Dangerous Weapons Act (act15 of 2013)**. Excluding a GBNW member's own personal firearm which must have a current valid license issued to such person. (See paragraph 5 section a).
- h) A member(s) may not have a criminal record that is younger than five years (5) from the current date of joining the GBNW.
- i) If a member is convicted of a sexual offence or any crime involving violence or dishonesty during their membership, the GBNW chairperson may terminate the member's membership in terms of procedures provided in the founding document of GBNW.
- j) Any patroller/member must treat any patroller/member who is on duty with respect. Any patroller/member who is on duty must treat any member/patroller who is off duty with respect.
- k) A member must be over the age of eighteen (18)
- l) To become a patroller a member must be physically and mentally able
- m) No GBNW member may be a member of any non-accredited organization or any other neighborhood watch group/organization. However if the GBNW Exco agrees to it then the GBNW members can do operations with them in the interest of safety and security.

5. Conduct and Duties of Members on/off Patrol

When a member is booked on and patrolling as a member of the GBNW the member must:

- a) Physically present themselves at the **SAPS** station when booking on, always book on at the beginning of each patrol giving their name, vehicle details, call sign and that of their partners and/or passengers. (If they have permission from the Exco to have a passenger). Obtain an OB no and book on and off on the relevant what's app group. Booking off to be done via radio and put on the what's app group immediately. If any reporting needs to be done to do it on the relevant what's app group. Declare their personal firearms.
- b) Always be identifiable and visibly carry the identification cards issued in accordance with the **regulation 4 (5) of the Community Safety Regulations**.
- c) At all times wear their jackets or bib and have their decals on their vehicles unless asked by SAPS to remove them.
- d) If they have a valid firearm license to keep the firearm concealed at all times as per the firearms control act.
- e) Under no circumstances is a member/patroller on or off duty allowed to operate/carry a radio if they are under the influence of alcohol.
- f) The first seasoned/experienced patroller who reports or is first on the scene of any incident will be the controller of such scene, and all other members/patrollers are there



to assist them and not to take over the scene. Once the incident has been reported the other patrollers must keep the radio clear until the relevant City Of Cape Town structure arrives on the scene, unless there is another incident to report.

- g) Once the City of Cape Town controlling body of such incident arrives on the scene they will take over and any member/patroller's will step back and NOT interfere while they do their job. (unless asked by the controlling body for assistance).
- h) Strive to work in partnerships whenever possible with the members of SAPS Metro Police or any Law Enforcement agencies about crime in the area.
- i) Obey all lawful instructions issued by members mentioned in paragraph (h).
- j) Note down all incidents, time, date, street name, description of suspects & vehicles, clothing, color, type of vehicle & registration number. Keep pocket books/incident reports for at least two years, in case court cases originate.
- k) Be punctual, reliable, neatly dressed and competent in all duties as a GBNW member.
- l) Act in the best interest of individual residents, tenants, owners of immovable property or with any other relevant interest in the area and that the GBNW, except in circumstances beyond their ability, or determined by personal safety.
- m) Act in accordance with the official handbooks of the POCS developed for NHW members, including protocols for incident management, crime scene management and best practice in every circumstance.
- n) Display commitment to the best possible function of the GBNW and the promotion of healthy interpersonal relations.
- o) Undertake to report any individual, vehicle or situation suspected of being connected to any crime to SAPS or Security partners.
- p) A member's assistance to a Neighbourhood watch is voluntary and therefore when a member is using their private vehicle during any assistance, neither SAPS nor the GBNW can be held responsible for any damage to said vehicle caused during or rendering of any assistance.
- q) GBNW members must familiarize themselves with regards to the law regarding the rights of private persons to arrest or perform searches, including the minimum use of force and must at all times comply with the **Criminal Procedure Act 1977 (Act 51 of 1977)**.
- r) GBNW members should report suspected criminal behavior to SAPS before they personally attempt to perform an arrest.
- s) No intimidation in whatever form may be used against any individual in any neighbourhood where patrols take place.
- t) No form of vigilantism will be accepted.
- u) Where possible GBNW must strive to work in partnership with the CPF and any sub forum of the area.
- v) Where possible the chairperson or designated person of the GBNW must regularly attend the sector meeting held by SAPS, CPF and share any relevant information at the sector meeting regarding the crime situation in the GBNW area.
- w) Be prepared to do Neighbourhood Watch training to be a part of any operations
- x) To be an active patroller you need to do a minimum of 5 hours of patrolling a month unless you have a valid reason for not patrolling and may be removed off the patrollers chat group once investigated by the EXCO. This will be checked on a 3 month basis.
- y) No Person under the age of 16 is allowed to be in any patroller's vehicle while they are on patrol.

6. Indemnity

- a) Each GBNW member must complete and sign an indemnity form.
- b) Each GBNW member must sign a confidentiality Agreement and the pledge to the constitution.
- c) The GBNW watch structure is not a legal person and shall function within the guidelines

- d) as provided in the GBNW Code of Conduct.
- e) An acknowledgement to this effect shall be signed by all GBNW members and or associations clearly indemnifying the GBNW.
- f) The acknowledgement referred to above must clearly state the GBNW is a voluntary organization.

7. Liability

The GBNW structure is not a legal person and as such does not have the powers of whatsoever the nature might be in law to act or be acted upon.

- a) The GBNW patrolling members as well as home observers affiliated to the GBNW act in their own capacity as individuals and liability shall be in that capacity.
- b) GBNW structure shall not be responsible for any civil and or criminal actions or omissions that are perpetrated by a GBNW member NOR be responsible for civil and or criminal acts or omissions brought against any GBNW member.
- c) Any criminal or civil actions instituted against a GBNW member of the GBNW structure shall be against the GBNW member concerned and not the entire GBNW structure.

8. Accountability

- a) The GBNW structure shall be accountable to POCS by virtue of **Section 6 of the Western Cape Community and Safety Act of 2013.**
- b) The GBNW structure must operate as the eyes and ears only of the community it serves and must co-operate with SAPS.
- c) GBNW must assist SAPS and work with other safety and security service providers and safety partners to safeguard their local community.
- d) The Code of Conduct issued in terms of **Regulation 4(2) (r) of the regulation issued in terms of The Western Cape Safety Act 2013 (Act 3 of 2013)** of the **Community and Safety Act** is binding and all GBNW members must pledge their adherence to this code facility failing to do this will result in the termination of the GBNW members membership.

9. Compilation of the Executive Committee

- a) The number of members to form the GBNW EXCO will be made up of 5 members of which two (2) of them must be active patrollers. (An active patroller must patrol at least 5 hours a month).
- b) The term of the EXCO members will be for a period of ONE year and any EXCO member may stand for re-election depending on the kind of service they give to the organization
- c) The EXCO will manage the GBNW.
- d) They are the office bearers of GBNW.
- f) Minutes will be taken at every meeting to record the EXCO committee's decision.
- g) Minutes of each meeting will be given to EXCO at least fourteen days before the next meeting.
- h) The minutes will be confirmed as a true record of proceedings by the next meeting and shall thereafter be signed by the Chairperson.
- i) GBNW EXCO has the right to form sub-committees. The proposals that sub-committees make must be presented to the EXCO.



- j) EXCO committee will decide whether to agree to the sub committee's proposal or not.
- k) Any EXCO member who refuses or is incompetent to do the functions of their portfolio must step down or will be replaced by the members of the GBNW
- l) If an EXCO member is elected to any safety, community and security board/forum then they must immediately stand down as a GBNW EXCO member.
- m) Only the chairperson or designated accredited GBNW member may be the spokesperson for radio, TV or any other media purposes involving the GBNW.
- n) Once their term or when resigning from the EXCO is completed then they have to hand over all documents, website, emails members database, radio license agreements including all historical documents without any alterations or deletions pertaining to the GBNW. Failure to do this will result in criminal/civil charges laid against such EXCO members.
- p) That No 2(two) or more members of the same family may reside on the EXCO at the same time.
- Q) The EXCO may co-opt any person even a non GBNW member as a consultant/advisory or in a support capacity to be on the Exco with no voting rights on any matters that may arise if so needed.
- R) That no GBNW may be a registered police criminal informer.

10. Role, Functions and Powers of the Executive Committee

Chairperson

Chairperson must be held accountable for the GBNW structure and must be able to grant proxy to the vice Chairman in their absence, must ensure transparency and accountability within the GBNW.

- a) Provide leadership to the EXCO committee.
- b) Develop an agenda for EXCO meetings.
- c) Be the liaison officer between SAPS, and other law enforcement agencies.
- d) Mediate with other members on decisions taken by EXCO.
- e) Monitor financial planning and financial reports.
- f) Play a leading role in fundraising activities.
- g) Evaluate annually the performance of the GBNW in achieving its mission.
- h) Negotiate on behalf of the GBNW if given a mandate.
- i) Performs other duties as assigned.
- j) EXCO represents GBNW at formal functions.
- k) Evaluate the performance of the EXCO on a regular basis.
- l) At all meeting if the votes are tied (50/50) The Chairperson will have the deciding vote.

Vice Chairperson

- a) Will act in the absence of the chairperson provided he was given a written proxy
- b) Performs chair responsibilities in the absence of the chairman.
- c) Reports to the chair.
- d) Works closely with the chair and members.
- e) Performs other responsibilities as assigned by EXCO.

Secretary

- a) Take minutes of each meeting.
- b) Prepare and distribute the agenda's for all meetings.
- c) Will be responsible for all attendance registers



- d) Register of attendees is kept.
- e) Maintain records of the EXCO and ensure effective logistics at EXCO meetings.
- f) Manages minutes at EXCO meetings including member meetings.
- g) All meetings to be recorded.
- h) Manage all correspondence in and out.
- i) Ensure that minutes are distributed to the whole EXCO for approval and signatures before sending them to the members within fourteen days after each meeting.
- j) Must be familiar with legal documents to note applicable during meetings.
- k) Maintain records of GBNW and maintain a Master Register of all members per financial year.
- l) Ensure all members are fingerprinted and have police clearance.
- m) Maintain a Policies and Procedure file and ensure that this is updated as and when required.
- n) Review all Policies and Procedures annually.
- o) Ensure Standard Operating Procedures are shared amongst all members.
- p) Responsible for maintaining strict POPI Act protocols.
- q) A copy of all documentation, minutes and correspondence, financials including the membership database must be copied to the cloud as a backup.

Treasurer

- a) Manages the finances of GBNW.
- b) Keep account of the funds, there must be 3 signatories for the withdrawal of funds to ensure accountability.
- c) Controls the day-to-day finances of the GBNW.
- d) Arranges for all funds to be banked in the name of the organization.
- e) Keeps proper records of all finances.
- f) The financial year end of the GBNW will end on the last day of February of each year.
- g) Provide the annual budget to the EXCO members for approval
- h) Review financial policies for member's approval.
- i) Prepare and provide the monthly bank statement for the meetings.
- j) If the GBNW has funds that can be invested, the funds may only be invested with registered financial institutions as listed in **Section 1 of the financial institutions (investment of Funds) Act, 1984** after approval by the EXCO.
- k) Prepare the financial records for the annual audit.
- l) Make sure that the audit is submitted and completed before the AGM.
- m) May not pay out any monies unless an invoice is provided or a signed letter from the signatories.

Patrol Coordinator.

- a) Will be responsible for coordinating patrol activities and engagements.
- b) Draw up a Patrol roster
- c) Liaise with the SAPS Liaison Officer and to plan Special Operations with the SAPS liaison officer including a yearly operational plan.
- d) Keep the patrollers times sheets and any other data that the EXCO may ask for and present them at each monthly members meeting.
- e) Organize block/street captains and patrol captains.
- f) GBNW EXCO member/s is to determine functions for fund raising and the GBNW coordinator must assist with these functions.
- g) Must attend EXCO meetings and other important related meetings.
- h) Accepts assignments and completes them thoroughly and on time.
- i) Stays informed on common matters, prepares for meetings, reviews and comments on minutes and reports



- j) Builds collegial relationships with other GBNW EXCO members to contribute consensus.
- k) Active participation in annual evaluations and planning exercises.
- l) Participate in planned events including fundraising.

11. Delegation of Powers

GBNW EXCO can determine who can delegate their powers to, and under which circumstances and for what period. If an EXCO member resigns the EXCO can nominate another member to be voted on by the members at the next members meeting.

12. Meetings

The agenda must be sent out before any meeting takes place.

The previous minutes must be accepted and seconded at the beginning of each meeting

1) Special General Meetings

Written notice of the Special General Meeting must be forwarded by the secretary at least twenty one (21) days in advance or the proposed meeting to all accredited members of the GBNW structure.

Special General Meeting can be held if and when the need arises and as to the importance of having a Special General Meeting.

The proposed amendments to the constitution must be discussed at a Special General Meeting of the GBNW, and a consensus must be reached to affect the amendments. The quorum for a Special General Meeting will be 40% of the all accredited GBNW members including the EXCO. If there is no quorum the meeting will be postponed for 20 minutes to allow for late comers. If none are forth coming then it will be left over for seven 7 days and then a new meeting must take place.

2) GBNW Members Meetings

A GBNW members meeting will be held every month and after that meeting is finished then a patrollers meeting will be held. (The meetings are normally the second Thursday of the month, but subject to change). All GBNW members shall endeavor to attend all meetings, if they are physically able. **It they miss 3 meeting in a row and after an EXCO investigation they may be removed as a member and will have to reapply for membership of the GBNW.**

3) Annual General Meetings

Written notice of the Annual General Meeting must be forwarded by the secretary at least twenty one (21) days in advance or the proposed meeting to all accredited members of the GBNW structure.

There must be an Annual General Meeting held every year within (5) months after the end of the financial year has ended (end of February) and the financial audit has been done so that is can be presented at the AGM.

The EXCO must report on the general work of the GBNW as well as the financial status including the Chairpersons and Treasurer's report.



If no quorum is attained at this meeting, If there is no quorum the meeting will be postponed for 20 minutes to allow for late comers if none are forthcoming the meeting may be postponed for a period of fourteen (14) days.

Notice of the rescheduled meeting should be forwarded to all the accredited members at least seven (7) days prior to the meeting.

If at that rescheduled meeting there is no quorum then the meeting will go ahead and the members present will be deemed to be the quorum.

Election of the Executive Committee shall be officiated by an independent individual from SAPS and or an official from the POCS.

A Financial and asset report must be tabled at each AGM of the GBNW.

A written apology will not be accepted or included for the purpose of a quorum.

The constitution may only be amended once (1) a year. The quorum for any amendments to the constitution must be 40% of all accredited GBNW members in good standing including the EXCO.

An Annual General meeting shall only be open to all accredited and registered GBNW members in good standing. Members of the POCS and SAPS and CPF may be invited to attend the Annual General Meeting.

4. **Executive members meetings**

All GBNW EXCO members shall endeavor to attend all meetings, if they are physically and mentally able. If they miss 3 meetings in a row and after an EXCO investigation they may be removed as an EXCO member and will become an ordinary member. They will be replaced by a member of the GBNW until the next members meeting where the members will vote in a new Executive member to take their place.

13. **Disciplinary Procedures/Measures**

Only complaints in writing will be accepted.

When an allegation against a member/EXCO member is received that member should be informed of the allegations against them in writing by the Chairperson of the GBNW, and an accredited member in good standing should be appointed to investigate the matter and report the findings to the EXCO for further discussions and final recommendations.

All disciplinary measures/procedures shall entail:

- a) Reprimand
- b) Suspension
- c) Termination/expulsion from the GBNW subject to investigation
- d) A member who is in breach of the GBNW constitution may lose their membership in terms of disciplinary procedures instituted by the GBNW as per the current signed GBNW constitution failing that as provided in the founding document.
- e) If any dispute/appeal arises, the local CPF and/or SAPS must attempt to resolve such dispute within 1 (One) Month from the date that SAPS or CPF have been informed by the GBNW. Failing that the dispute/appeal will be assumed to be unsuccessful and will become null and void.
- f) Failure to resolve such a dispute will lead to the dispute being referred to the POCS Safety Neighbourhood Watch Division whose decision shall be final and binding.
- g) In the event of any complaint lodged against a GBNW member with the GBNW



structure, the GBNW structure may propose to reprimand, suspend, and even expel the GBNW member especially if they bring the GBNW into disrepute, subject to an investigation.

- h) GBNW must deal with the matter within 10 days and advise the complainant regarding its action.
- i) In the case of allegations of misconduct or unbecoming behavior against any EXCO member of GBNW, they should be informed about the allegations against him or her by a designated EXCO member appointed to deal with the matter.
- j) The accredited EXCO member in good standing appointed to investigate the allegation of misconduct or to inquire into the fitness of the Chairperson or the fitness of any GBNW EXCO member for their duties of their position and /or to execute their functions as Chairperson/EXCO member of the GBNW must, after the investigation or inquiry and after having received representations from the Chairperson, make recommendations to be reprimanded or suspended for a period not exceeding six months, or to be expelled as the chairperson or EXCO member of the GBNW.

14. Assets Management

- a) The GBNW must manage their resources/equipment received and procured via an Asset register.
- b) The register must include the acquisition and control of assets and should be safely locked away in the HQ. The assets register may not leave the HQ.
- c) Asset register to be stored in the cloud under the GBNW.
- d) Should the GBNW structure become dysfunctional the procedure of dissolution and winding up of affairs must be stated.
- e) Where the GBNW structure is dissolved, the assets may be transferred to another accredited Neighbourhood Watch only by POCS.

15. Financial Management

- a) The GBNW must always be transparent with its finance and accounts for all funds accessed or generated.
- b) The bank account must be registered in the name of the GBNW and there must be three (3) signatories.
- c) Must keep proper financial records that accurately reflect all its income and expenditure, cash flow.
- d) The financial affairs of GBNW should be managed in compliance with any policy and/or directives regarding financial administration issued by the Department of Community and Safety.
- e) All financial expenditure, donations, or sponsorships by GBNW must be approved by the EXCO and recorded accordingly. Thank you letters to donors must be kept.
- f) Funds received by the GBNW must be deposited into the GBNW bank account immediately or a day thereafter and assets received must be registered into the assets register as soon as the assets are received.
- g) A copy of the previous month's bank statements must be available for GBNW members to peruse at all the GBNW patrollers/members meetings.

16. Dissolution of the Gordons Bay Neighbourhood Watch

The GBNW may be dissolved:

- a) If it is dysfunctional (if it cannot function properly due to internal disputes or strife)



- b) If there is an irretrievable breakdown of trust between the SAPS and the GBNW.
- c) If it is confirmed that the internal dispute or strife is at a stage where the lives of the GBNW members lives are being threatened.
- d) If the case of the GBNW becoming dysfunctional, then if some of the accredited GBNW members want to form a new Neighbourhood watch they will have three months (3) to form a new neighborhood watch and retain all monies, equipment that the dysfunctional GBNW may have possessed.

17. Amendments to the Constitution

GBNW should communicate any amendments to their constitution to the SAPS, POCS, CPF to update their records.

18. Nominations.

Will be done by secret ballot and only the chairperson & secretary (for filing purposes) will have access to this information. The nominations have to be accepted and signed by the proposer, seconder and nominee. A member of Saps, POCS or a non- member of the GBNW will check that the nominations are correct and announce the nominee. See the GBNW procedure for nomination form. this proxy must be submitted to the secretary at least seven (7) days before the meeting. Or as decided upon by the EXCO due to unforeseen circumstances. Late entries will not be accepted.

19. Voting

- a) All voting will be done by secret ballot.
- b) All members in good standing can vote for the chairperson, vice chairperson, secretary and treasurer.
- c) Only active patrollers in good standing that is in attendance at the AGM may vote for the patrol coordinator.

20. Proxies

Proxies will be limited to one (1) per accredited GBNW member

A proxy must be appointed in writing in the place of an absent accredited member and this proxy must be submitted to the secretary at least seven (7) days before the meeting. Or as decided upon by the EXCO due to unforeseen circumstances. Late entries will not be accepted.

21. Radio and Communications

The GBNW radio agreement/s will be controlled by the GBNW including leasing, hiring, or the purchasing of a repeater. The GBNW will be responsible for appointing an ICASA accredited dealership to program their radios. All communication will be in English as per the SA constitution.

22. Vote of No Confidence in the Executive Committee or a Member of the Executive Committee.

- a) Any accredited GBNW member in good standing may call for a vote of no confidence in



any GBNW EXCO member provided that the member calling for a vote of no confidence has evidence to prove his vote of no confidence. The evidence is to be provided immediately when requested.

- b) If in the event of the vote of no confidence in the complete GBNW EXCO then they must immediately suspend the GBNW bank account until the vote of no confidence can be resolved.
- c) In the event of a GBNW EXCO member they must cease to operate as a GBNW EXCO member and must not attend any EXCO or membership meeting until the matter can be resolved.
- d) Three accredited GBNW members in good standing (not GBNW EXCO Members) must be formed as a disciplinary committee to oversee the allegation of the EXCO member.
- e) The vote of No Confidence must be resolved within one (1) month of the allegation.

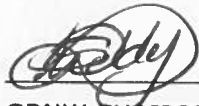
23. Interpretations

This GBNW constitution should be explained to all accredited GBNW members to get consensus.

Each GBNW member must sign a pledge form pledging that they will abide by the constitution.

The accepted GBNW constitution will be binding on all members.

This done and Accepted by the GBNW members at the AGM held on the on the 31st May 2025



GBNW CHAIRPERSON

31/05/2025.