

# **RICHWOOD NEIGHBOURHOOD WATCH**



## **CONSTITUTION**

## 1. Name

The organisation hereby constituted will be known as **Richwood Neighbourhood Watch**.  
➤ The shortened name will be **RNW**

## 2. DEFINITIONS

**“Area”**: The area includes all properties in RICHWOOD within the following boundaries:  
North Boundary: Wall behind homes on Morris Shell Drive  
West Boundary: Woodlands Drive  
South Boundary: Jonkershoek drive  
East Boundary: Tygervalley drive

**“RICHWOOD Neighbourhood Watch”**: The unincorporated entity constituted by this Constitution and fully known as RICHWOOD Neighbourhood Watch

**“Community”**: The residents, businesses and other institutions in the area.

**“Dangerous Weapons”**: As defined by The Dangerous Weapon Act No. 71 of 1968, shall mean ... “any object, other than a firearm, which is likely to cause serious bodily injury if it were used to commit an assault”

**“Executive Committee” or “Exco”**: The elected office bearers comprising two (2) joint Chairpersons or Chairperson and Vice Chairperson, Treasurer, Ops Coordinator and Secretariat and any other co-opted office bearer(s) deemed necessary by the Executive Committee for the effective function of the Executive Committee.

**“Local Community Police Forum”**: The Community Police Forum of the South African Police Service districts in which the area falls.

**“Management Committee” or “Manco”**: The elected Executive Committee plus co-opted office bearers of Operations Manager, Website Administration, Office Co-coordinator, Zone Manager for each zone and any other position deemed necessary by the Executive Committee for the effective functioning of RICHWOOD Neighbourhood Watch.

**“Member”**: A registered member of RICHWOOD Neighbourhood Watch

**“Neighbourhood Watch”**: A group of individuals, resident or businesses conducted in an area wherein a neighbourhood watch activity is being conducted.

**“Non-political”**: This implies that RICHWOOD Neighbourhood Watch should not be affiliated to any political organization, and also must not do any work or give the perception in regards to being politically aligned with a or any political organization.

**“Non-sexist”**: This implies that RICHWOOD Neighbourhood Watch must not discriminate on the grounds of sex, gender or sexual orientation.

**“WCPC & CoC”**: The Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures.

### **3. The RNW Organisation**

The RNW 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.

### **4. RNW Main Objectives are:**

- To nurture a sense of unity, dedication and good neighbourly relations among the residents of the area.
- To serve as a watchdog for its community and the local police services, thereby assisting the local police services to safeguard its community against criminal activities and strive for a safe and secure environment.
- To provide a channel through which local communities can play a meaningful role in crime prevention.

### **5. Functions**

- **RNW** must assist the South African Police Services in crime prevention in their areas.
- **RNW** will adopt and support the social crime prevention strategy of the police.
- **RNW** must operate within the framework of the law.
- **RNW** members will have powers, similar to that of any other citizen, to perform a citizen's arrest.
- In performing a citizen's arrest, the requirements set out in the Criminal Procedure Act No. 51 of 1977
- **RNW** must at all times strive to work in partnership with the Community Police Forum that operates in the area.
- **RNW** will be responsible for initiating and implementing crime prevention projects in consultation with the local Community Police Forum.

### **6. 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.

### **7. Membership.**

- Membership of **RNW** is based upon the principles of non-racism, non – sexism, non-sectarianism and democracy.
- Membership is open to all irrespective of race, colour, religion, disability, age or sexual orientation subject to the criteria as set out by **RNW** structure.
- Membership is open to all who reside in RICHWOOD or have direct business or interest in the area subject to the criteria asset out by **RNW**.
- A membership register will be kept by **RNW Exco** and updated annually. The register must contain the name, address, identity number and telephone details of the members. and must also contain the indemnity forms signed by the members.

If a person wants to become a member of **RNW**, 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 **RNW** after agreement by the committee
- The management committee has the right to refuse membership.

#### **8. Guidelines for Recruiting New Executive/Management Members:**

- Consider what skills are needed with for the smooth operational duties of the **RNW**
- 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 meetings and AGM's.

#### **9. Executive/Management Members**

- An Executive/Management committee will manage the **RNW**
- This managerial committee will be made up of not less than 5/6 members.
- they are the office bearers of the **RNW**
- 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. .
- All members of **RNW** have to abide by decisions that are taken by the managerial committee.

#### **10. Duties of Office Bearers within the Board:**

##### **Chairman:**

- Provides leadership to the Board.
- Develop an agenda for 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.

##### **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.

#### **Secretary:**

- 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.
- Maintain records of **RNW**
- 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

#### **11. Treasurer:**

- Manages the finances of the **RNW**
- Controls the day to day finances of the **RNW**.
- 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 **RNW** 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 **RNW** 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. Operations Coordinator:**

The Operations Co-ordinator is principally responsible for the operations within the Watch. The Operations Co-ordinator may be expected to perform the following duties:

- Inform the Committee as well as the CPU representative of any criminal activities reported within the watch.
- Attend Committee meetings and act as an administrative liaison between the Committee and various sectors.
- Promote and represent Neighbourhood Watch at other community meetings.
- Disseminate information (crime statistics, crime prevention tips, etc.) to Sector Managers.
- Maintain awareness of crime in the area via newsletters.
- Conduct follow up contact with new members and encourage participation within the Watch
- Initiate and co-ordinate patrols within the sector (vehicle, bicycle and foot patrols)
- Inform residents of break and enters, or other threatening activities which may have occurred within the Watch Area or adjacent neighbourhoods.

- Maintain a record of all watch equipment. Have quarterly audits. Report findings to chairman
- Keeps log of patrol times and presents at meetings
- Arranging of operations, hi-visibility meetings and to conduct briefings at the respective operation.

### **13. 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.

### **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.
- A motion of no confidence can be called for by member/members. This is to be submitted to the EXCO with reason for vote of no confidence. The EXCO will then arrange a SGM within 21 days of the motion submitted. The motion will then be put forward to the meeting and reasons for it. The members will then take a vote by the show of hands that is in favour or not in favour of the motion. Once the vote result is known the person is to step down and nominations will be allowed for the post to be filled. Should vote of no confidence be against the chairperson, the vice will then act as presiding chairman for the SGM.
- 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. Disciplinary Measures:**

All disciplinary measures will entail

- Reprimand
- Suspension
- Expulsion subject to investigation

In the event of any complaint being lodged against a member, **RNW EXCO** may propose to reprimand, suspend, or expel the member, subject to an investigation and to deal with the matter at its earliest convenience and advise the complainant of its action. Furthermore **RNW** will with immediate effect advise of its decision and the action taken.

#### **17. Annual General Meetings:**

- 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
- The Annual General Meeting must be held annually, within two months after the close of the **RNW** 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:
  - Elect new office bearers
  - General
  - Close the meeting
  - Members of the organisation must attend its annual general meetings.

#### **18. Changes to 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 **RNW** cease to exist.

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.

#### **19. Dissolution/Winding-up**

**RNW** 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.

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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 **RNW**, but to an organisation that has similar objectives. The organisation's general meeting can decide what organisation this should be.

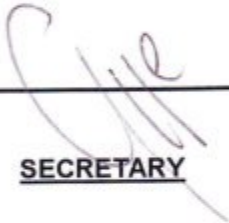
**20. Adoption of the Constitution**

This constitution was approved and accepted by Exco members of **Richwood Neighbourhood Watch** at a Special General Meeting held on 30/10/2019. and signed at **RICHWOOD COMMUNITY HALL**



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**CHAIRMAN**



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**SECRETARY**