



TOWER HAMLETS CRIME WATCH CONSTITUTION

DATE OF ADOPTION: 27. December 2023

VERSION: ONE

1. Name of the Organisation

1.1 The name of the organisation is Tower Hamlets Crime Watch (hereinafter referred to as 'TH CW').

1.2 The Organisation shall be a not for profit organisation, non-party in politics, non-sectarian in religion, operate an equal opportunities and non-discriminatory policy and will embrace diversity.

2. Objectives of the Organisation

2.1 To assist and support local residents across Tower Hamlets, to promote good citizenship and greater awareness, increase public participation in the prevention, detection and reporting of crime, reduce the fear of crime, improve police/community liaison and increase community safety in partnership with recognised Authorities and other relevant organisations.

3. Powers

In furtherance of the said Objectives the Organisation may:

3.1 Promote and assist in the development of a crime-free environment. Enable crime reporting methods.

3.2 Carry out research and surveys, provide and communicate information, services and advice to and on behalf of all Organisation Members, exchange information and share and promote best effective practice and acceptable behaviour and performance standards amongst all members, and where relevant with other organisations. Provide relevant, accurate and timely information to the public and media in appropriate circumstances.

3.3 Act as a forum, co-ordinate resources and provide services for Organisation Members as appropriate. Publicise crime prevention material and significant news across our social media platforms and enable discussion on such articles with a view on the community safety and efficiency of law enforcement and community support services like Fire, rescue, health, council.

3.4 Represent the views and needs of Organisation Members and exchange information where appropriate to/with Authorities and other Crime Watch entities.

3.5 Raise funds, invite, receive and handle donations from any persons or bodies by way of subscription or otherwise, in such a prudent, reasonable and legal manner in accordance with charity law (Charities Act 2022) and the Fundraising Regulator's Code of Practice.

4. Membership

4.1 As of the date of adoption of this constitution, the voting membership shall consist of any recognised member within Tower Hamlets, collectively known as 'Organisation Members'. Recognition is awarded by paying a £5,-- non-refundable joining fee from 27. Dec. 23.

4.2 An Organisation Member must notify the secretary if they wish to represent the TH CW. Such position requires further verification of person as per our online verification form.

4.3 Membership is not transferable to anyone else and the Executive Officers hold the right to refuse an application for membership if they consider it to be in the best interests of the Organisation. In such case, the Executive Officers must inform the applicant in writing of the reasons for the refusal within [21 (twenty-one) days] of the decision and consider any written representations the applicant may make about the decision. The Executive Officers' decision following any written representations must be notified to the applicant in writing but shall be final.

4.4 Additional representation nominated by the Metropolitan Police Service and the London Borough of Tower Hamlets, shall be entitled to attend and speak at meetings but will not be deemed an Organisation member or permitted to vote on any issue.

4.5 The Organisation must keep a register of names and contact details of the Organisation Members, including authorised representatives and any deputies, which must be made available to any Organisation Member upon request.

5. Executive Officers

5.1 At a minimum, the Executive Officers shall consist of Organisation Members who are duly elected at an Annual General Meeting to the following Organisation positions; Chair, Vice Chair, Secretary, Treasurer (where relevant) and shall be responsible for the general control and management of the Organisation.

5.2 Up to eight additional Crime Watch members residing in Tower Hamlets, shall be elected to assist the Executive Officers, in order to maintain the integrity and effectiveness of the Organisation.

5.3 Each of the Executive Officers and co-opted members shall retire at each Annual General Meeting following his or her appointment, but shall be eligible for re-election.

5.4 Role descriptions for the Executive Officers can be found in Appendix 1.

6. Termination of Membership

6.1 Any member who moves out of the Tower Hamlets area must notify the secretary and retire from the TH-CW communications platforms. An Authorised Representative may resign by giving written notice to the Organisation Secretary accordingly.

6.2 The Executive Officers shall have the right, for good and sufficient reason, to decline, discipline, suspend or terminate the membership of any Organisation Member, provided that the Authorised Representatives representing that Member are afforded the opportunity of being heard by the Executive Officers before a final decision is made.

6.3 The Executive Officers shall have the right, in partnership with the Organisation Members for the area concerned, to decline, discipline, suspend or terminate the membership of any Tower Hamlets Crime Watch WhatsApp member in Tower Hamlets, including a member of any Committee or sub-Committee, who displays unacceptable behaviour or performance standards, commits any illegal act, or conducts themselves in a manner which threatens or may threaten to bring into disrepute the good name or reputation of Crime Watch or its members, or causes or may cause Crime Watch members to resign. Such a member shall be afforded the opportunity of being heard by the Executive Officers before a final decision is made.

6.4 The agreement by a simple majority of the Executive Officers shall be necessary to decline, discipline, suspend or terminate any membership.

7. General Meetings

7.1 The Annual General Meeting of the Organisation shall be held in November each year or as soon as practicable within four weeks thereafter. At least 28 clear days' notice in writing shall be given by the Secretary to each Executive Officer and Authorised Representative. Notice given electronically shall be deemed to be notice in writing.

7.2 The Executive Officers may at their discretion declare the Annual General Meeting or any Extraordinary General Meeting to be open to all Crime Watch members residing in Tower Hamlets], or classes of members residing in Tower Hamlets. At the discretion of the Chair of the Meeting such invitees may be permitted to vote in person at such Meeting.

7.3 At the Annual General Meeting, Authorised Representatives shall elect the Executive Officers, and appoint the Auditor and Independent Examiner, as appropriate.

7.4 Nominations for the Executive Officers, duly proposed and seconded, shall be delivered to the Secretary at least seven days before the Annual General Meeting, with the consent of each nominee. Retiring Executive Officers standing for re-election shall not be required to deliver such notice. In the event of no nominations being received for a post prior to the Meeting, at the discretion of the Chair nominations may be accepted from the floor.

7.5 An Extraordinary General Meeting may be convened at the discretion of the Executive Officers, or by a written request made to the Secretary by at least five of the Authorised Representatives stating the specific reasons. The Secretary shall within a reasonable time convene a meeting subject to 21 clear days' notice given to each Executive Officer and Authorised Representative. Every such person shall be entitled to attend and vote at the Extraordinary General Meeting.

8. Conduct at Meetings

8.1 At Organisation meetings, five of the Organisation Membership shall constitute a quorum.

8.2 Resolutions shall be proposed and seconded, and ordinarily be passed by a majority of votes on a show of hands. However, a secret ballot may be held upon request of any Executive Officer or

Authorised Representative present. This shall be adjudicated by an independent ex officio person, and the outcome recorded in the Minutes of that meeting.

8.3 The Chair of a meeting, when entitled to a vote, shall in the event of a tie also have a second or casting vote at that meeting.

8.4 Minutes shall be kept by the Executive Officers and all sub-Committees, and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

8.5 The Organisation shall meet not less than three times a year, with 21 clear days' notice given to each Organisation Member.

9. Finance

9.1 The financial year shall end on 31. March each year.

9.2 All monies raised by or on behalf of the Organisation shall be applied to further the purposes of the Organisation and not otherwise. Nothing herein contained shall prevent the reimbursement in good faith of reasonable out-of-pocket expenses necessarily and properly incurred in furtherance of the Objectives.

9.3 The Treasurer shall keep proper and accurate Accounts of the finances of the Organisation. The Treasurer will report to each meeting of the Organisation, at each Annual General Meeting, and whenever requested by the Executive Officers, a true and fair view of the financial situation of the Organisation. In addition, the Treasurer will produce for inspection at any reasonable time the bank books, cash books and other financial documentation and information concerning the Organisation where requested.

9.4 Where relevant, a bank account shall be maintained in the name of the Organisation with such bank as the Executive Officers shall from time to time decide. The Executive Officers shall authorise in writing nominated Executive Officers, one always being the Treasurer, who shall from time to time determine to make payments or sign cheques on behalf of the Organisation. All payment authorisations and cheques must be signed by two of the authorised signatories.

10. Dissolution

10.1 If the Executive Officers and Authorised Representatives jointly decide, by a simple majority, it is necessary or advisable to dissolve the Organisation, the Executive Officers shall call an Extraordinary General Meeting stating the terms of the Resolution to be proposed thereat. If such decisions shall be confirmed by a 75 per cent majority of votes of those present and voting at such meeting, the Executive Officers shall have the power to dispose of any assets held by or on behalf of the Organisation.

10.2 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Organisation as the Executive Officers may decide, or may be applied for some other charitable or Neighbourhood Watch purpose.

11. Amendments to the Constitution

11.1 Any proposed alterations to this Constitution shall require the assent of not less than 75 per cent majority of votes of those present and voting at an Annual General Meeting. Notice of any such alteration must have been received by the Secretary in writing not less than twenty-one clear days before the Meeting at which the alterations are to be proposed. At least fourteen clear days' notice in writing of such a Meeting, setting out the terms of the proposed alterations, must be sent by the Secretary to every Executive Officer and Authorised Representative.

11.2 No alteration to Clause 2 (Objectives), Clause 10 (Dissolution) or this Clause 11 (Amendments to the Constitution) shall come into force until the approval of the Charity Commission (if relevant) or other authority having charitable jurisdiction shall be obtained, and no other alterations shall be made which would have the effect of causing the Organisation to cease to be a charity at law.

11.3 In circumstances where minor changes to the Constitution are deemed necessary, such changes may be made following a simple majority vote of approval by the Executive Officers. These changes, including such items as change of name, change of Committee numbers and/or responsibilities, frequency of meetings, etc., that are considered necessary by circumstances prevailing at the time, may be made provided that such changes in no way alter Clauses 2, 10 or 11.

12. Declaration of Adoption

12.1 On behalf of the Tower Hamlets Crime Watch Organisation, I hereby declare that this constitution was approved and adopted at an Foundation meeting held at

Signature:

Signature:

Name:

Name:

Role:

Role:

Date:

Date:

Awaiting formal verification

Appendix One

Chair

- To lead in all areas of coordination and organisation.
 - To be the primary spokesperson for Tower Hamlets Crime Watch Organisation.
 - To be responsible for the smooth running of meetings.
 - To be responsible for building an effective team of officers which co-operate to achieve the objectives of the Organisation.
 - To be responsible for enabling effective decision making and checking decisions are carried out.
 - To help plan and chair meetings in a way that ensures that meetings are engaging, inclusive and effective.
 - To represent the Organisation at meetings of police, council or MOPAC Boards or others as appropriate.
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Secretary

- To act as primary conduit for liaison with members and partners.
 - To produce and keep an up-to-date borough directory with details of members.
 - To plan the agenda meetings with the Chair
 - To circulate papers for meetings to members.
 - To produce concise, action-oriented minutes of all meetings.
 - To maintain regular communication with Members.
 - To maintain the Organisation website.
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Treasurer

- To ensure Organisation's activities are underpinned by an appropriate budget, prepared in consultation with other officers
 - To manage planned revenue and expenditure.
 - To provide regular financial reports.
 - To prepare audited accounts for the annual general meeting
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Vice Chairs

- To chair meetings in the absence of the Chair
- To support the Chair in the execution of their duties.
- To work offer support to Members that are not operating as effectively as possible
- To take the lead in ensuring that all Members are functioning.