

1. Name of the Association

- 1.1. The title of the Association shall be Park Street Neighbourhood Watch, hereinafter called PSNW.
- 1.2. The Association shall be a not for profit organization, non-party in politics, non-sectarian in religion, and will operate an equal opportunities and non-discriminatory policy which embraces diversity.
- 1.3. The Association shall be based within Park Street Ward in the District of St Albans, but its activities may not necessarily be limited to this area.

2. The Objectives of PSNW shall be:

- 2.1. to increase public participation in the prevention, reduction, and solving of crime;
- 2.2. to reduce the fear of crime;
- 2.3. to provide a voice for residents to set local policing priorities;
- 2.4. to increase community safety in partnership with recognized Authorities and other relevant organizations;
- 2.5. to promote good citizenship and greater public awareness, thereby making the area a safer and better place to work, live and visit.

3. Membership

- 3.1. PSNW shall consist of individual Members grouped into Neighbourhood Watches, each covering a road or part thereof in Park Street, Frogmore, How Wood, or Colney Street. Each Watch shall be led by a Street Coordinator who will deliver newsletters, collect donations, and maintain membership records. A number of Watches (and thus Coordinators) may be linked together by an Area Coordinator.
- 3.2. Membership of PSNW shall be open to all residents of Park Street, Frogmore, How Wood, and Colney Street.
- 3.3. Membership of PSNW shall be free, but voluntary donations will be requested every year in order to cover the Association's expenses.

4. Executive Committee

- 4.1. PSNW shall be managed by an Executive Committee of elected Officers and other Members. The Officers must include Chair, Secretary, and Treasurer, but may also comprise such other roles as may from time to time be required.
- 4.2. All Officers and Committee members shall be elected by an Annual General Meeting of Members to hold office for the period of one year, but shall be eligible for re-election either as individuals or as a Committee as a whole.

- 4.3. No Officer or Committee Member should serve in any one capacity for a period exceeding five years, except where no-one else is prepared to stand.
- 4.4. At the discretion of the elected Committee, additional Members may be co-opted to serve either as permanent or ad hoc Members, but only until their appointment can be ratified by election at the next Annual General Meeting.
- 4.5. At least 50% of all Committee members will be required to constitute a quorum. In the event of a tied vote, the Chair shall have a second or casting vote.
- 4.6. The work of the Committee shall be purely on a voluntary basis, and except when the services of a commercial enterprise have been engaged, no payment shall be made for any activity undertaken for or on behalf of PSNW. Expenses incurred in the pursuance of the objectives of PSNW and approved in advance by the Committee shall be reimbursed. Whenever practicable, receipts for such expenses shall be submitted to the Treasurer.
- 4.7. The Executive Committee shall meet once a month where possible, except in those months when a General or otherwise Open Meeting is held for all Members.

## 5. General Meetings

- 5.1. A General Meeting of Members of PSNW shall be held annually, in or around October. Formal Notice of the Annual General Meeting, and of other General Meetings, shall be given at least six weeks in advance of such Meetings, by means of emails, posters and Newsletters, or any other means approved by the Committee. This Notice should seek nominations for all positions and at the AGM a vote should be taken for each Committee member or the Committee as a whole.
- 5.2. Resolutions for the Annual General Meeting shall be submitted to the Secretary at least one calendar month in advance of such meeting. At the written request of twenty Members, an Extraordinary General Meeting shall be convened, but decisions of any General Meeting may not be reversed or amended before the following Annual General Meeting.
- 5.3. Decisions at the Annual General Meetings shall be taken by a simple majority of Members present, except that in the event of a tied vote the Chair shall be given a second or casting vote.

## 6. Powers

The Executive Committee shall be empowered to take whatever action is deemed necessary in pursuit of the Objectives outlined in Clause 2, such actions including but not limited to:

- 6.1. to liaise with such other bodies as the Executive Committee may decide, and in particular the Parish Council, Police Safer Neighbourhood Team, Police Liaison Committees, Residents Associations, other Voluntary and Statutory Bodies, and other Neighbourhood Watch groups;

- 6.2. to arrange such Meetings and Exhibitions for Coordinators and other Members as will enable all Members to be kept abreast of current Police procedures and activities;
- 6.3. to enable Members, through available channels, to be informed of criminal activities which have taken place, or which the Police believe may be attempted, together with advice on what steps can be taken to avoid or discourage such unwelcome activities;
- 6.4. to raise such funds as may be necessary for the pursuance of these Objects by way of donations and subscriptions from Members or by contributions from any source acceptable to the Executive Committee;
- 6.5. to maintain records of Membership, including on a computer database, except that such details must be kept in strict accordance with the Data Protection Act of 1998;
- 6.6. to keep accounts of the finances of PSNW, which shall be presented annually to the Annual General Meeting;
- 6.7. to review the need for any public liability insurance relating to the execution of PSNW business in respect of accidental death or bodily injury of any third party, or accidental loss of or damage to property;
- 6.8. to recruit new members to PSNW by all available methods, including but not limited to social media, publicity events, and the activity of individual Street Coordinators.
- 6.9. Any amendments to this Constitution must be ratified at an Annual General Meeting as outlined in Clause 5, except that for this purpose a two-thirds majority of members present and voting shall be required.

## 7. Amendments

- 7.1. Any amendments to this Constitution must be ratified at an Annual General Meeting as outlined in Clause 5, except that for this purpose a two-thirds majority of members present and voting shall be required.