



Plumstead Neighbourhood Watch

“Looking out for one another”

Constitution

1. DEFINITIONS

- 1.1. **‘Executive Committee’** – means the elected office-bearers of the Plumstead Neighbourhood Watch, viz chairperson, Vice-Chairperson, Secretary, Treasurer and Operations Manager.
- 1.2. **‘Management Committee’** – means the elected Executive Committee plus co-opted office-bearers, viz Assistant Operations Manager, Events Manager, Public Relations Manager, Marketing Manager, Fund-raising team and Co-ordinator, Equipment Manager, Section Leaders, Liaison Officer: Safety and Medical, Liaison Officer: Legal and any other additional co-opted member.
- 1.3. **‘Community Police Forum’** – means the Community Police Forum (CPF) established in terms of the *South African Police Service Act 68 of 1995* for the Diep River Police Station area.
- 1.4. **‘Dangerous Weapons’** – means any object other than a firearm which is likely to cause serious bodily harm if it were used to commit an assault as defined by the *Dangerous Weapons Act 71 of 1968*.
- 1.5. **‘Police’** – means the South African Police Service, The City of Cape Town Metro Police, Traffic Services and Law Enforcement Officials and any other public agency appointed under the relevant act who has the purposes to abate or alleviate crime with Plumstead.
- 1.6. **‘Patrol’** – in relation to a patrol by a registered neighbourhood watch, means any activity performed in the defined area by a member of the neighbourhood watch who is representing the neighbourhood watch and that is aimed at increasing safety and security.

2. NAME

The name of the Neighbourhood Watch shall be the PLUMSTEAD NEIGHBOURHOOD WATCH (PNW).

3. NATURE OF THE ORGANISATION AND ITS MEMBERS

- 2.1. PNW is a non-profit organisation.
- 2.2. PNW is an association of voluntary members.

4. GEOGRAPHICAL AREA

- 3.1. PNW shall operate within part of the Diep River South African Police Service, in particular in the suburb of Plumstead.
- 3.2. 'Plumstead' means the area bounded by: Constantia Road, Park Road, Exeter Road, South Road, Ottery Road, Prince George Drive, Tramore Road, Hoole Close, Avondale Terrace, De Waal Road, Kendal Road, Boundary Road, Burnham Road, St Joans Road, along the Diep River to Constantia Road.
- 3.3. Section 1 to section 7 as defined by the attached map. Hereinafter referred to as "the area".

4. AIMS

- 4.1. The main aim of PNW is for Plumstead to become a safe and secure environment in which to live, work and play, with the members of PNW serving as the 'eyes and ears' of the Plumstead community, the local police service as well as other law enforcement agencies and in so doing assisting the above mentioned services safeguard the community against criminal activities.
- 4.2. To provide a channel through which the community can play a meaningful role in crime prevention.

5. OBJECTIVES

PNW will achieve its main aims by:

- 5.1. Nurturing a sense of unity, dedication and good neighbourly relations among residents of the area.

- 5.2. Creating public awareness with regard to safety, crime prevention and protection of families and their properties.
- 5.3. Encouraging the community to work in close co-operation with the South African Police Services (SAPS) and other law enforcement structures such as local authorities who are involved in law enforcement.
- 5.4. Ensuring that the members of PNW act within the framework of the law.
- 5.5. Seeking to unite a diverse residency in creating a safe and crime free environment.
- 5.6. Complying at all times to with the provisions contained in the Western Cape Department of Community Safety's Constitution and Code of Conduct for Neighbourhood Watch Structures.

6. POWERS OF PNW

- 6.1. To lobby National, Provincial and City Governments on all issues of public safety that affect the community.
- 6.2. To seek and obtain funding and resources through the Community Police Forum (CPF) from any available governmental or departmental sources.
- 6.3. To arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses.
- 6.4. To accept gifts in such a manner as PNW shall think fit, subject to such consents as required by law.
- 6.5. To acquire contributions to PNW by personal or written appeals, public meetings or otherwise, subject to such consents as required by law.
- 6.6. To appoint and constitute such advisory committees as the Executive Committee may think fit.
- 6.7. To partner with like-minded individuals or organisations that will further the aims and objectives of PNW.
- 6.8. To do any other lawful things that are necessary in order to achieve the aims and objectives of PNW.

7. LOGOS AND LETTERHEAD

- 7.1. The Plumstead Neighbourhood Watch may design and use its own logo and a letterhead complementing its aims and objectives: Provided that such design shall not be offensive, insulting, nor bring the South African Police Service into disrepute or be similar to the logo and letterhead of the South African Police Service.

8. IDENTITY CARDS

- 8.1. All patrollers of Plumstead Neighbourhood Watch will have identity cards containing:
 - 8.1.1. Recent colour photograph
 - 8.1.2. Identity Number
 - 8.1.3. Section
 - 8.1.4. Card Number
 - 8.1.5. Signature of Card Holder
 - 8.1.6. Signature of Diep River Police Station Commander
- 8.2. All identity cards will be validated annually.

9. INDEMNITY

- 9.1. Plumstead Neighbourhood Watch is not a legal person and functions within the guidelines as provided by and set out in the Western Cape Department of Community Safety's Constitution and Code of Conduct for Neighbourhood Watch Structures.
- 9.2. An acknowledgement to this effect shall be signed by all members, clearly indemnifying PNW.
- 9.3. The acknowledgement referred to above must clearly state that PNW is a voluntary association.

10. LIABILITY

- 10.1. PNW is not a legal person and therefore does not have the powers in law to act or be acted upon.
- 10.2. All individual members of PNW act in their own capacity, as individuals, and liability will be in that capacity.

- 10.3. PNW will not be responsible for civil and/or criminal actions or omissions that are perpetrated by a member, nor responsible for civil and/or criminal actions or omissions against its members.
- 10.4. Any and all criminal and civil action that are instituted against a member of PNW will be against the member concerned and not PNW.
- 10.5. Any member who brings the Neighbourhood Watch into disrepute or who commits any crime in the course of their duties shall be charged with misconduct and the Executive Committee will report such crime to SAPS.
- 10.6. The above clauses shall also apply equally to elected and appointed officers of PNW.

11. ACCOUNTABILITY

- 11.1. PNW will be accountable to SAPS in the first instance.
- 11.2. PNW shall also be accountable to the Department of Community Safety (DOCS).
- 11.3. The Western Cape Department of Community Safety's Constitution and Code of Conduct for Neighbourhood Watch Structures will be binding in so far as it is not in conflict with Constitution of the Republic of South Africa, 1996.
- 11.4. By virtue of its registration with a local Community Police Forum, PNW shall be accountable to that local CPF.

12. AFFILIATION AND REGISTRATION

- 12.1. It is a requirement of the Western Cape Provincial Constitution that a neighbourhood watch structure be affiliated to the local CPF in order to be recognised by the local SAPS in the area, and thus PNW shall be affiliated to the local CPF.
- 12.2. PNW will be register with the appropriate authorities as required by DOCS.
- 12.3. PNW will strive to work in partnership with Diep River CPF, the Plumstead Civic and Ratepayers Association as well as any other Resident Associations from the area.
- 12.4. For the purposes of PNW meeting its objectives, it may affiliate, or unaffiliate from, any other body that the Executive Committee may deem

fit.

13. MEMBERSHIP

13.1. Eligibility for membership:

- 13.1.1. Membership of PNW is based upon the principles of democracy, non-racism, non-sexism and non-sectarianism.
- 13.1.2. Membership shall be open to all persons, irrespective of race, colour, religion, disability, age, sexual orientation, subject only to the criteria that the person:
 - 13.1.2.1. is eighteen (18) years or older
 - 13.1.2.2. reside in Plumstead and/or
 - 13.1.2.3. work in Plumstead, and/or
 - 13.1.2.4. have no previous conviction in respect of any sexual offence or crime involving violence or dishonesty, committed during the period of five years that precedes their application for membership.
- 13.1.3. Any person wanting to join PNW shall, by such application, commit themselves to:
 - 13.1.3.1. Participate in the achievement of the aims and objectives of the organisation.
 - 13.1.3.2. abide by any rules, Code of Conduct and other policies introduced from time to time.
- 13.1.4. Any person wishing to join PNW shall be obliged to sign any indemnity or other form required of members in terms of the Constitution, and failure or refusal to do so shall be sufficient cause to deny membership.
- 13.1.5. PNW shall not reject an application without sufficient reason, which shall be provided to the applicant on the applicant's request.
- 13.1.6. A refusal or failure of an applicant to provide eligibility information is sufficient cause to deny the application.
- 13.1.7. Membership shall not be open to a person whose membership has previously been terminated for reasons set out in 11.6.1.3, 11.6.1.4, 11.6.1.5.

13.2. Annual Membership Fees:

- 13.2.1. The annual membership fees of the organisation shall be approved by the members and the AGM of the organisation.
- 13.2.2. Payment of the annual membership fee by a member is entirely voluntary and shall not be enforced in any way.
- 13.2.3. Membership of PNW shall not be dependent on payment of the annual membership fee.
- 13.3. Rights and obligations of members:
 - 13.3.1. Members have the right to:
 - 13.3.1.1. Exercise any right specifically set out in this Constitution.
 - 13.3.1.2. Personally attend, participate in and vote at General Meetings of PNW.
 - 13.3.1.3. Avail themselves for election or appointment as an office bearer of PNW in accordance with the manner set out in this Constitution.
 - 13.3.1.4. Participate in any lawful activities of PNW.
 - 13.3.2. Members have the general obligation to:
 - 13.3.2.1. Support the aims and objectives of PNW in a positive and constructive manner.
 - 13.3.2.2. Behave in a manner that ensures the reputational integrity of PNW, in particular to adhere to the PNW Code of Conduct as issued and amended from time to time.
 - 13.3.2.3. Be bound by the policies and working methods of the organisation.
 - 13.3.2.4. Submit to security and criminal clearance process when required, co-ordinated by officers of PNW and conducted by Diep River SAPS.
 - 13.3.2.5. Keep confidential to themselves and other members of PNW all information they may receive as a consequence of their membership of PNW, their access to PNW meetings, the minutes of meetings, the PNW website, the PNW radio network, the PNW social media groups, or any material distributed by PNW.

- 13.4. Membership is granted to members because of their own particular eligibility factors and is therefore not transferable to any other person by proxy or otherwise.
- 13.5. A member may be suspended from active membership by the Executive Committee, pending full investigation, in the event that there is:
 - 13.5.1. *Prima facie* evidence that any offence listed in Schedule 1 or Schedule 2 of the *Criminal Procedure Act 51 of 1977* has been committed by the member; and/or
 - 13.5.2. *Prima facie* evidence that the member committed gross breach of the PNW Code of Conduct;
 - 13.5.3. Any other alleged action or conduct by the member, deemed by the Executive Committee to be a gross violation of the member's general obligation toward the organisation, that, if subsequently found to be true, would in all likelihood result in termination of the member's membership.
- 13.6. Termination of membership:
 - 13.6.1. The membership of a member can be terminated:
 - 13.6.1.1. By written resignation addressed to the Executive Committee of PNW.
 - 13.6.1.2. Automatically, in the event that the member no longer qualifies for membership in terms of clause 11.1.2.
 - 13.6.1.3. Automatically, if the member is found guilty by a Court of Law of any offence listed in Schedule 1 or Schedule 2 of the *Criminal Procedure Act 51 of 1977*.
 - 13.6.1.4. Automatically, if a member, after two written requests, fails or refuses to sign any indemnity or other form required of a member in terms of this Constitution.
 - 13.6.1.5. By order of the Executive Committee in the event that the member receives a sanction if termination of membership from a properly constituted and conducted disciplinary committee or from any other disciplinary hearing process of PNW.

13.6.1.6. Upon termination of membership, all equipment, patrollers ID card and equipment locker key that is in their possession is to be handed back.

13.7. Register of members:

13.7.1. PNW shall maintain a membership register, which must at least contain the name, address, identity number, email and telephone details of each member.

13.7.2. PNW shall maintain a file containing the members' signed indemnity forms.

13.7.3. The membership register and the indemnity forms shall be updated at least once annually.

13.7.4. The PNW database of members shall only be accessed by the elected officers of the organisation, as well as those appointed officers of the organisation who would require the information to further the aims and objectives, or any law enforcement officer producing the requisite search warrant.

14. ELECTED OFFICERS

14.1. The elected officers of PNW shall be:

14.1.1. Chairperson

14.1.2. Vice Chairperson

14.1.3. Treasurer

14.1.4. Secretary

14.1.5. Operations Manager

14.2. Elected officers shall be elected at the Annual General Meeting (AGM) of PNW and, unless removed in terms of this Constitution, shall serve for a period of two (2) years for the sake of continuity in the daily functioning and operational business of PNW.

14.3. Elected officers are eligible for re-election at each AGM, provided they qualify in all other respects laid out herein.

14.4. Elected officers may only stand for two (2) consecutive terms, after which they are no longer eligible for re-election.

14.5. Members of PNW who are under suspension pending possible termination of membership, or who have been found guilty of a serious violation of the PNW Code of Conduct, are not eligible for the position

of an elected officer.

15. APPOINTED OFFICERS

- 15.1. The Executive Committee shall at its sole discretion appoint the following officers who will serve at the will of the Executive Committee:
 - 15.1.1. Catering Officer
 - 15.1.2. Public Relations Officer
 - 15.1.3. Marketing Officer
 - 15.1.4. Events and Fundraising Officer
 - 15.1.5. Section Leaders (Section 1-7)
 - 15.1.6. Liaison Officers (Medical and Safety)
 - 15.1.7. Equipment Manager
 - 15.1.8. Membership Administrator
 - 15.1.9. Website Administrator
- 15.2. The above positions may be combined or expanded, should the Executive Committee deem fit.

16. STRUCTURE AND PROCEEDINGS OF COMMITTEES

- 16.1. Executive Committee
 - 16.1.1. Members of the Executive Committee shall consist of:
 - 16.1.1.1. All the elected officers of PNW and
 - 16.1.1.2. Those Appointed Officers that the Executive Committee considers appropriate to properly manage the organisation.
 - 16.1.2. Other than the powers that are more generally vested in members in terms of this Constitution, the Executive Committee are, by their election, mandated to carry out all duties and responsibilities necessary for the effective running of the organisation.
 - 16.1.3. The Executive Committee shall meet not less than 11 times a year.
 - 16.1.4. The number of members on the Executive Committee shall not exceed 10.

- 16.1.5. The quorum at a meeting of the Executive Committee shall be 50% +1 of the members of the committee, provided that at any meeting the Elected Officers must be in the majority.
- 16.1.6. The Chairperson of the Executive Committee shall be the Chairperson of PNW for the duration of their term of office.
- 16.1.7. Each member of the Executive Committee shall be entitled to one vote at meetings of the Committee.
- 16.1.8. No voting by proxy shall be permitted.
- 16.1.9. The Executive Committee shall attempt to decide every issue considered by means of a consensus, failing which by vote.
- 16.1.10. All voting shall be by show of hands.
- 16.1.11. The simple majority of those present and voting shall carry.
- 16.1.12. In the event of a tie in the voting, the Chairperson shall have a casting vote in addition to a deliberative one.
- 16.1.13. The minutes and resolution arising out of meetings shall be *prima facie* confirmation of the matters stated therein and must be signed by the Chairperson and the Secretary or the Treasurer.
- 16.1.14. Any casual vacancy in the Executive Committee may be filled by the Committee, and any person appointed to fill such a casual vacancy shall hold such office for the term that was applicable to the vacancy being filled.
- 16.1.15. The membership of an Executive Committee member who is an elected officer of PNW can be terminated, either:
- 16.1.15.1. By resignation from office by notice given in writing to the Secretary (or to the Chairperson if the person resigning is the Secretary); or
- 16.1.15.2. Automatically, if the member is absent from three (3) consecutive meetings of the Executive Committee without just or reasonable cause given in writing and acceptable to the Executive Committee; or
- 16.1.15.3. Automatically, if the Elected Officer's membership of PNW is terminated in terms of clause 11.6; or

- 16.1.15.4. Automatically if the Elected Officer is removed from office by means of a motion passed at a duly constituted general meeting of members.
- 16.1.16. The membership of an executive member who is an appointed officer of PNW can be terminated, either:
 - 16.1.16.1. By resignation from office by notice given in writing to the Secretary; or
 - 16.1.16.2. Automatically, if the member is absent from three (3) consecutive meetings of the Executive Committee, to which they have been invited, without just or reasonable cause given in writing and acceptable to the Executive Committee; or
 - 16.1.16.3. Automatically, if the Appointed Officer's membership of PNW is terminated in terms of clause 11.6; or
 - 16.1.16.4. For good cause, by the majority vote of the members of the Executive Committee.

17. ANNUAL GENERAL MEETING

- 17.1. There shall be an Annual General Meeting of PNW held by no later than 30 September, held at such a time and at such a place as the Executive Committee shall determine.
- 17.2. Notice of at least fourteen (14) clear calendar days shall be given to members, and publication of such notice on the PNW website, social media platforms, in local newspapers and via email shall be deemed sufficient communication.
- 17.3. Quorum and proxies
 - 17.3.1. The quorum at an AGM of PNW shall be 50% + 1 of the membership of PNW.
 - 17.3.2. Members are entitled to attend and exercise their right to speak and vote in person only.
 - 17.3.3. No proxies are allowed for any part of the meeting.
 - 17.3.4. In the event that a quorum is not present, that meeting, with the same agenda, shall be adjourned to a date not more than 10 days later, and the members attending at such a reconvened

meeting shall be the quorum, even if conditions as laid out in clause 15.3.1 are not met.

- 17.4. Business at an AGM shall include:
 - 17.4.1. The election of the elected officers (as per clause 12).
 - 17.4.2. The consideration of a report by the Chairperson
 - 17.4.3. Proposals submitted by the Executive Committee or members for consideration.
 - 17.4.4. Any other relevant general business.
- 17.5. Nominations for election as an Elected Officers
 - 17.5.1. Must be proposed and seconded by members of PNW
 - 17.5.2. Must be in the hands of the committee at least ten (10) days before the AGM.
 - 17.5.3. Notwithstanding clause 15.5.2, further nominations may be made from the floor.
 - 17.5.4. Nominated members must be given the opportunity to address the meeting before the election is put to the vote.
- 17.6. Voting for Elected Officers shall be decided
 - 17.6.1. On an officer to officer basis
 - 17.6.2. By secret ballot
 - 17.6.3. By a simple majority of those present and voting
- 17.7. Minutes of the AGM shall be recorded and published and sent to any member formally requesting such.

18. SPECIAL GENERAL MEETING

- 18.1. The Secretary of PNW shall call a Special General Meeting (SGM) of PNW within 28 days of
 - 18.1.1. The instruction of the Executive Committee, such instruction is to contain the reason for such meeting;
 - 18.1.2. A written request, containing reasons for such a meeting, by fifty (50) members in good standing acting in concert;
 - 18.1.3. Notice of at least twenty-one (21) clear calendar days shall be given to members. Publication of such notice on the PNW website, social media platforms, in local newspapers and via email shall be deemed sufficient communication.
- 18.2. Quorum and proxies:

- 18.2.1. The quorum at an SGM of PNW shall be 50% + 1 of the membership of PNW.
- 18.2.2. Members are entitled to attend and exercise their right to speak and vote in person only.
- 18.2.3. No proxies are allowed for any part of the meeting.
- 18.2.4. In the event that a quorum is not present, that meeting, with the same agenda, shall be adjourned to a date not more than 10 days later, and the members attending at such a reconvened meeting shall be the quorum, even if conditions as laid out in clause 15.3.1 are not met.

19. STANDING POLICIES AND CODE OF CONDUCT

- 19.1. The Executive Committee may make such rules for the conduct of its activities and/or members as it may deem necessary from time to time, provided that such shall be consistent with the requirements of this Constitution.
- 19.2. Members of the media may only attend a PNW meeting when invited by the agreement of the Executive Committee.
- 19.3. The Executive Committee shall have the power to make, repeal and amend such rules as they may consider necessary from time to time, for the well-being of the PNW, provided that such rules are consistent with the requirements of this Constitution.
- 19.4. Any rules, repeals and amendments shall have effect until set aside by the Executive Committee or by the majority vote of members present and voting in a general meeting.
- 19.5. Notwithstanding the generality of the main clause, in the event that the Executive Committee are of the opinion that the main Code of Conduct of PNW require repeal or amendment, it shall:
 - 19.5.1. Distribute to members a copy of the proposed new Code of Conduct document.
 - 19.5.2. Simultaneously issue an invite to members to respond in writing within 21 calendar days with any comments they may have;

- 19.5.3. Review all comments received and, if deemed appropriate by a simple majority of the Executive Committee, amend the Code of Conduct;
- 19.5.4. Code of Conduct is to be signed by the Chairperson and Secretary of PNW and distributed to the membership with an implementation date chosen by the Executive Committee;
- 19.5.5. Such Code of Conduct shall stand until further amended or set aside, in terms of this Constitution or by the Executive Committee by majority vote of members present and voting in a general meeting.

20. FINANCE

- 20.1. PNW will remain a non-profit organisation and will manage its financial affairs in accordance with generally accepted accounting standards.
- 20.2. PNW shall keep proper accounting records that accurately reflects all its income and expenditure, assets and liabilities.
- 20.3. PNW shall have its financial accounts audited annually.
- 20.4. The financial year will be recorded as being 1 April to 31 March.
- 20.5. Fundraising campaigns will be permitted, provided that the funds are raised for furthering the aims and objectives of PNW. These funds will be controlled by the Executive Committee.
- 20.6. Equipment purchased with money raised shall remain the property of PNW.
- 20.7. All funds collected shall be deposited in a registered bank account with a banking institution registered and recognised by the South African Merchant Bank Act 90 of 1994:
 - 20.7.1. Said bank account must be registered in the name of PNW.
 - 20.7.2. A signatory mandate must be given to the banks of a minimum of two signatories to transact, or if an electronic banking transaction, one user to load payments and a second user to authorise such payments.
 - 20.7.3. The treasurer is authorised to draw a bank statement without the addition of a second signatory.

21. USE AND CONTROL OF ASSETS

- 21.1. Plumstead Neighbourhood Watch will remain a non-profit making organization and will manage its financial affairs in accordance with generally accepted accounting standards. All funds will be deposited into a bank account at a registered financial institution.
- 21.2. Proper accounting records will be kept and reported annually at the Annual General Meeting.
- 21.3. The year-end will be the last day of March.
- 21.4. Fund raising campaigns will be permitted for the purpose of furthering the aims and objectives of PNW. These will be controlled and administered by the Executive Committee.
- 21.5. Internal fund raising, and equipment purchased, shall remain the property of PNW (Asset Register must be up-dated annually to record such equipment purchases and or other assets). Members shall be accountable for the safe keeping of any such equipment which may be placed in their care for their use, whilst performing the functions of PNW.
- 21.6. All members using PNW equipment and do not sign for such usage, shall be in breach of code of conduct and suspended without any warning.
- 21.7. Plumstead Neighbourhood Watch may receive donations or sponsorships from private individuals or businesses for the financing of equipment and/or administrative costs. Such sponsored equipment will remain the property of PNW.
- 21.8. The Treasurer of Plumstead Neighbourhood Watch will be appointed as a custodian of the accounting records/equipment

22. DISPUTE RESOLUTION

- 22.1. Any dispute relating to PNW, which cannot be resolved by the Executive Committee, or by the members in a general meeting, may be:
 - 22.1.1. Referred to the Station Commander at Diep River SAPS;

22.1.2. The local CPF; or

22.1.3. Failure to resolve such a dispute will lead to the dispute being taken to the Provincial Community Police Forum who must attempt to resolve it, failing which any decision of the Provincial CPF shall be final and binding.

23. ALTERATIONS TO THE CONSTITUTION

23.1. Any alterations to this Constitution shall receive assent of not less than two-thirds (66.67%) of the members of PNW present and voting at an AGM or a SGM.

23.2. Notice of any proposed alteration, not initiated by the Executive Committee, shall first be submitted to the Executive Committee, in writing, not less than thirty (30) calendar days before the meeting at which the alteration is to be proposed.

23.3. If alterations to this Constitution are required in order to comply with National or Provincial legislation, these changes will immediately be introduced into this Constitution by the Executive Committee and then published for members to view.

23.4. No alteration shall be made, which would have the effect of causing PNW to cease to apply the principles of the Western Cape Provincial Constitution.

24. DISOLUTION

24.1. PNW may be dissolved by a two-thirds (66.67%) majority vote of members present and voting at a duly constituted special general meeting of members.

24.2. Notice of this meeting must be given not less than fourteen (14) days before such meeting.

24.3. The notice shall set out the resolution to be debated and voted on.

24.4. The meeting will be chaired by the chairperson of the local CPF or an independent person agreed on by the majority members present and voting at the meeting.

24.5. Reference to the mandate given to the chairperson shall be made and duly recorded in the minutes of the meeting.

24.6. PNW shall invite the following people to be present at the meeting:

- 24.6.1. The local CPF; and
- 24.6.2. The local Station Commanders of SAPS; and
- 24.6.3. A representative from DOCS.
- 24.7. For the purposes of this meeting all elected and appointed officers may attend only as an ordinary member.
- 24.8. In the event that PNW is dissolved, then the local CPF shall have the power to:
 - 24.8.1. Become custodian of all equipment, other assets, funds, documentation pertaining to PNW;
 - 24.8.2. Obtain a copy of the statement of accounts, or account and statement, for the previous and final accounting period of PNW, which the last elected officers of PNW are obliged to provide;
 - 24.8.3. Immediately cancel the mandate as recorded that PNW holds with any banking institutions;
 - 24.8.4. Appoint members from its executive as signatories to the said banking account/s;
 - 24.8.5. Hold all funds and assets in a trust until such time that the community again organises themselves in a neighbourhood watch;
 - 24.8.6. In the interim sustain any and all current project/s and attend to the administration of the dissolved PNW structure, including the payment to creditors, if any.
- 24.9. If, after an agreed time period for reconstructing of the neighbourhood watch structure and all efforts to the effect has failed, the local CPF may donate the assets of the dissolved PNW to any organisation provided that such organisation:
 - 24.9.1. Is a neighbourhood watch with similar aims and objectives as that of PNW; and/or
 - 24.9.2. Is a charitable institution having objectives similar to the objectives of PNW; and/or
 - 24.9.3. Is a non-profit organisation; and
 - 24.9.4. Preferably operates within the same geographical area as PNW.

Thus, done and approved by at least two-thirds (66.67%) majority of members present and voting at the AGM of Plumstead Neighbourhood Watch held at South Peninsula High School on 28 August 2019.

Signed at.....This Day of..... 2019

PNW Elected Officers

Chairperson

(Name) (Signature)

Vice - Chairperson

(Name) (Signature)

Secretary

(Name) (Signature)

Operations Manager

(Name) (Signature)

Treasurer

(Name) (Signature)

Witness:

Witness 1

(Name) (Signature)

Witness 2

(Name) (Signature)