



PLUMSTEAD NEIGHBOURHOOD WATCH

CONSTITUTION

1. The name of the neighbourhood watch shall be: PLUMSTEAD NEIGHBOURHOOD WATCH

2. AREA

2.1 Section 1 to Section 7 as defined by the attached map. Hereinafter referred to as "the area"

2.2 "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. DEFINITIONS

"Executive Committee" means the elected office-bearers of the Plumstead Neighbourhood Watch, viz the Chairperson, Vice-Chairperson, Secretary, Treasurer and Operations Manager.

"Management Committee" means the elected Executive Committee plus co-opted office-bearers viz Assistant Operations Manager, Public Relation/ Marketing Manager, Fund Raising Co-ordinator, Events Manager, Membership Co-ordinator, Website Administrator, Equipment Manager, Section Leaders and any other additional co-opted member.

"Community Police Forum" means the Community Police Forum established in terms of the SA Police Service Act for the Diep River Police Station area.

"Dangerous weapon" 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 No 71 of 1968.

"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.

"Police" means the South African Police Service, the Metro Police of the City of Cape Town, the Law Enforcement officials of the City of Cape Town and any other public agency, the purpose of which is to abate or alleviate crime within Plumstead.

"Patrol" in relation to a patrol by a neighbourhood watch, means any activity performed in the area by a member of the neighbourhood watch who is representing the neighbourhood watch and that is aimed at increasing safety.

4. ESTABLISHMENT

The Plumstead Neighbourhood Watch is hereby established in terms of this Constitution.

5. AIMS

5.1 To nurture a sense of unity, dedication and good neighbourly relations among residents of the area

5.2 To serve as the eyes and ears of its community and the local South African Police Service as well as all other Law Enforcement Agencies, thereby assisting the local Police Service to safeguard its community against criminal activities and strive for a safe and secure environment

5.3 To assist the South African Police Service and other safety and security services and partners to safeguard the local community and their property, to manage and control crime prevention and to discourage crime in the area

5.4 To provide a channel through which the community can play a meaningful role in crime prevention

6. OBJECTIVES

6.1 To comply at all times with the provisions contained in the Western Cape Department of Community Safety Constitution and Code of Conduct for Neighbourhood Watch Structures

6.2 To create public awareness with regard to safety, crime prevention and protection of families and their property

6.3 To encourage the community to work in close co-operation with the South African Police Services and other Law Enforcement Structures such as Municipal Law Enforcement authorities who are involved in Law "Enforcement"

6.4 To ensure that Plumstead Neighbourhood Watch acts within the framework of the Law.

6.5 To unite a diverse residency in creating a safe and crime free environment

7. MEMBERSHIP

7.1 Membership of Plumstead Neighbourhood Watch is based upon the principals of non-racism, non-sexism, non-sectarianism and democracy

7.2 Membership is open to all persons age 18 (eighteen) and over who reside within the area of operation or have direct business interests in the area, irrespective of race, colour, religion, disability or sexual orientation.

7.3 Membership is open to all persons that 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 the application for membership.

7.4 All current and future members must agree to undergo a screening process to ascertain whether that member has any previous convictions involving a sexual offence, violence or dishonesty.

7.5 Plumstead Neighbourhood Watch may determine a membership fee. In the event where such a fee is applicable, payment will not be enforced in any way; neither shall membership be dependent on such a fee. The payment of such a fee shall remain voluntary at all times

7.6 A membership register shall be kept by Plumstead Neighbourhood Watch and updated annually. The register must contain the address, identity number and telephone details of the members. This information is confidential and will not be made available to the general public.

7.7 Only those who have registered in accordance with 7.6 hereof shall be entitled to vote

at meetings of Plumstead Neighbourhood Watch

7.8 Membership must be validated annually

7.9 The Executive Committee shall have the sole discretion to approve or reject an application for membership. If rejected, the unsuccessful applicant shall have the right to request written reasons for refusal.

8. TERMINATION OF MEMBERSHIP

8.1 A member may resign by informing the Executive Committee in writing

8.2 The Executive Committee may in their absolute discretion terminate membership of any member provided that 10 (ten) days notice is given of their intentions and that such notice contains full reasons for the Executive Committee's intended action. The Executive Committee shall consider any written reply.

8.3 Members that are patrollers are to hand back all equipment, patrollers ID card and equipment locker key in their possession to Plumstead Neighbourhood Watch upon termination of membership. Plumstead Neighbourhood Watch can negotiate a settlement to buy back equipment from members that have purchased their own equipment through the watch.

9. MEETINGS OF PLUMSTEAD NEIGHBOURHOOD WATCH

9.1 There shall be an Annual General Meeting of Plumstead Neighbourhood Watch by no later than the end of the second quarter of each year at such time and at such place, as the Executive Committee shall determine. At least 14 (fourteen) days notice shall be given to members.

9.2 At such Annual General Meeting of Plumstead Neighbourhood Watch, the business shall include the election of the Executive Committee (if warrants in a particular year- Reference Para 12 – 12.2), and or other matters arising as defined by the Executive Committee, Financial Reporting of Plumstead Neighbourhood Watch, Minutes of the previous AGM, Operational Report ,Fund Raising Report and or matters that Members wish to have attended too at the AGM and as such accepted by the Executive Committee for such open forum discussion

9.3 The Chairperson of the Executive Committee may at any time call a Special General meeting of Plumstead Neighbourhood Watch at his/her discretion and shall call such a meeting within 20 (twenty) days of receiving a written request from ordinary members to do so, signed by not less than 10 (ten) members of Plumstead Neighbourhood Watch and giving reasons for the request.

10. RULES AND PROCEDURES AT ALL MEETINGS

10.1. QUORUM

10.1.1 The quorum at an Annual and or a Special General Meeting of Plumstead Neighbourhood Watch shall be and constitute the total number of registered members that are present at the Annual or Special meeting, which members shall be vetted by an Electoral Officer to validate the member's legitimacy to vote. The number of members attending shall be divided by the total updated membership records and hence be the quorum, as recorded in a percentile of total membership.

10.2. VOTING

10.2.1 All questions arising at any meeting shall be decided by a simple majority of those members present and entitled to vote. No person shall have more than one vote, (unless a proxy has been given by a member) but in the case of an equality of votes the Chairperson of

the meeting shall have a second casting vote

10.3. MINUTES

10.3.1 The Executive Committee and all other committees shall keep minutes to be approved at the following relevant meetings, and the appropriate secretary shall enter a record therein of all attendees, proceedings and resolutions.

11. NOMINATIONS OF EXECUTIVE COMMITTEE MEMBERS

11.1 Nominations for members of the Executive Committee must be proposed and seconded by full members of the association and must be in the hands of the Executive Committee by the start of the Annual General Meeting. Should nominations exceed vacancies, elections shall be decided by a simple majority of those present and entitled to vote.

11.2 Proxy votes are allowed but these should be submitted in writing to the Executive Committee 2 (two) weeks prior to the meeting.

12. THE EXECUTIVE COMMITTEE

12.1 The Executive Committee shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer and Operational Manager.

12.2 All duly elected Executive Committee Members shall serve Plumstead Neighbourhood Watch for a period of 2 (two) years, for the sake of good governance and continuity in the daily functioning and operational business of Plumstead Neighbourhood Watch

12.2.1 In the event that a duly elected Executive Committee Member can no longer fulfill their role, due to, illness, failure to perform their function (as elected) or resignation, the standing remaining Executive Committee Members, shall elect internally an Executive Committee Member to replace the departing Executive Committee Member on a temporary basis – co-opted Plumstead Neighbourhood Watch Member to the Executive Committee, until such time that the AGM or a Special Meeting is convened by the Chairperson/Executive Committee. This meeting must be scheduled within 3(three) months of a member being co-opted onto the Executive Committee.

12.3 The portfolios of the Executive Committee will be assigned to members voted in and duly elected to that portfolio, by the members present at the Annual General Meeting.

12.4 The Executive Committee shall meet not less than Bi-Monthly or as agreed between the elected Executive Committee Members

12.5 An Executive Committee Member who is absent from 3 (three) consecutive meetings without permission or apology shall cease to be a member of the Committee

12.6 The Executive Committee shall have the power to co-opt additional members when necessary.

12.7 The Executive shall have the power to co-opt members onto a Management Committee in positions deemed necessary for the effective functioning of Plumstead Neighbourhood Watch.

12.8 The Chairperson of Plumstead Neighbourhood Watch, or a Member of the Executive Committee appointed by the Chairperson, will be the only person/s entitled to make or issue any statement to the Media of any matters concerning Plumstead Neighbourhood Watch.

12.9 At least 4 (four) members of the Executive Committee shall constitute a quorum at an Executive Committee meeting. All resolutions will be passed by means of a fifty percent plus one (50% + 1) vote.

12.10 Dereliction, non-performance, rogue behavior shall automatically disqualify such Executive Committee Member with immediate effect, and such notice shall be sent out by the entire elected Executive Committee Board to all Members of Plumstead Neighbourhood Watch, whereas the Executive Committee Member disqualified, shall render an apology in

writing not later than 14 (fourteen) days from disqualification to all members of Plumstead Neighbourhood Watch, failure of such action, shall result in the disqualified Committee Member's Plumstead Neighbourhood Watch membership being suspended with immediate effect.

13. INDEMNITY

13.1 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 Constitution and Code of Conduct for Neighbourhood Watch Structures

13.2 An acknowledgement to this effect clearly indemnifying Plumstead Neighbourhood Watch will be signed by all Plumstead Neighbourhood Watch members

13.3 This acknowledgement will clearly state that Plumstead Neighbourhood Watch is a voluntary association.

14. LIABILITY

14.1 All individual members act in their own capacity as individuals and liability will be in that capacity

14.2 Plumstead Neighbourhood Watch will not be responsible for civil and or criminal actions or omissions that are perpetrated by a member of Plumstead Neighbourhood Watch, nor responsible for civil and or criminal actions against its members

14.3 All and any criminal and civil actions that are instituted against a member of Plumstead Neighbourhood Watch will be against the member concerned and not Plumstead Neighbourhood Watch

14.4 Any member who brings the Plumstead Neighbourhood Watch into disrepute or who commits any crime in the course of his or her duties shall be charged with misconduct and the Executive Committee will report such crime to the South African Police Service

15. ACCOUNTABILITY

15.1 Plumstead Neighbourhood Watch will be accountable to The Department of Community Safety hereafter referred to as DOCS.

15.2 The Western Cape Department of Community Safety Constitution and Code of Conduct for Neighbourhood Watch Structures will be binding in so far as it is not in conflict with the Constitution of the Republic of South Africa and the Bill of Rights

16. REGISTRATION AND AFFILIATION

16.1 Plumstead Neighbourhood Watch will be registered as a Neighbourhood Watch with the appropriate authorities as required by the Western Cape Department of Community Safety Constitution and Code of Conduct for Neighbourhood Watch Structures

16.2 Plumstead Neighbourhood Watch will strive to work in partnership with the Diepriver Community Police Forum, the Plumstead Civic and Ratepayers Association as well as any other Resident Associations from the area

17. COMPOSITION

17.1 The Plumstead Neighbourhood Watch structure will consist of individual households and business in the clearly demarcated and agreed upon areas outlined in the map above. Only "Residents" of Plumstead are eligible for Membership, save of which "Business owners" are exempt from Residency in Plumstead to join Plumstead Neighbourhood Watch

18. FUNCTIONS

18.1 The Plumstead Neighbourhood Watch will promote good neighbourliness and foster a sense of community spirit

18.2 The Plumstead Neighbourhood Watch will assist the local South African Police Service in crime prevention in their area (as demarcated in the Map above)

18.3 The Plumstead Neighbourhood Watch will adopt and support the social crime prevention strategy of the Police

18.4 The Plumstead Neighbourhood Watch will act within the framework of the law.

18.5 The Plumstead Neighbourhood Watch members will have powers to perform a citizen's arrest and will adhere to and comply at all times and under all circumstances, with the requirements of the Criminal Procedures Act No. 51 of 1977

18.6 The Plumstead Neighbourhood Watch will be responsible for initiating and implementing crime prevention projects in consultation with the South African Police Service

19. LOGOS AND LETTERHEADS

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.

20. IDENTITY CARDS

20.1 All patrollers of Plumstead Neighbourhood Watch will have identity cards containing a recent photograph of the member, their Plumstead Neighbourhood Watch member number, identity number and the holder's legible signature as well as the signature of the Diepriver Police Station Commander.

20.2 All identity cards will be validated annually.

21. RESOLUTION DISPUTES

21.1 If any dispute arises between Plumstead Neighbourhood Watch and the Community Police Forum or the South African Police Service, it must be referred in writing to the Department of Community Safety.

22. USE AND CONTROL OF ASSETS

22.1 Plumstead Neighbourhood Watch will remain a non-profit 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.

22.2 Proper accounting records will be kept which shall be subject to annual audit or certified reconciliation as the Executive Committee may decide, and reported annually at the Annual General Meeting.

22.3 The financial year will be for the period 1 April to 31 March.

22.4 Fund raising campaigns will be permitted for the purpose of furthering the aims and objectives of Plumstead Neighbourhood Watch. These will be controlled and administered by the Plumstead Neighbourhood Watch Executive Committee.

22.5 Equipment purchased with funding as mentioned in 22.4, shall be and remain the property of Plumstead Neighbourhood Watch (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 Plumstead Neighbourhood Watch.

22.6 All members using Plumstead Neighbourhood Watch Equipment and who do not sign for

such usage, shall be in breach of code of conduct and suspended without any warning.

22.7 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 Plumstead Neighbourhood Watch.

22.8 The Treasurer of Plumstead Neighbourhood Watch Executive Committee will be appointed as a custodian of the accounting records/equipment

23. AMENDING THE CONSTITUTION AND THE CODE OF CONDUCT

23.1 Any alterations or amendments to the Constitution and the Code of Conduct shall be passed at an Annual General Meeting or a Special General Meeting by a two thirds majority of eligible members present at that meeting.

23.2 30 (Thirty) days notice of any proposed alteration, addition or amendment shall be given in writing to the Secretary, unless introduced by the Executive Committee; in which case full details thereof should be included in the notice of the meeting.

23.3 If changes to the Plumstead Neighbourhood Watch Constitution and Code of Conduct are required in order to comply with National or Provincial legislation, these changes will immediately be introduced into the Plumstead Neighbourhood Watch Constitution and Code of Conduct by the Plumstead Neighbourhood Watch Executive Committee and be published for members to view

24. DISSOLUTION OF THE PLUMSTEAD NEIGHBOURHOOD WATCH STRUCTURE

24.1 Plumstead Neighbourhood Watch may be dissolved by a majority vote of a duly constituted meeting and will follow the guidelines of the Western Cape Department of Community Safety Constitution and Code of Conduct for Neighbourhood Watch Structures.

24. 2 In the event of the dissolution of Plumstead Neighbourhood Watch any funds in its possession shall be handed over to and be placed in the custody of the Department of Community Safety. All other equipment purchased by internal funds raised by Plumstead Neighbourhood Watch, shall be placed in the custody of Diepriver Police Station for safe keeping. These will be kept in trust until such time that the community organizes itself again in a neighbourhood watch, to be released within 7 (seven) days period of such notice to the Diepriver Police Station Commander.

25. DYSFUNCTIONAL NEIGHBOURHOOD WATCH STRUCTURE

25.1 Plumstead Neighbourhood Watch may be declared dysfunctional by a decision reached by the Plumstead Neighbourhood Watch Executive Committee, itself and/or Plumstead Neighbourhood Watch Members who may wish to table a "Vote of No Confidence" in the existing Executive Committee with a minimum of 100 signatures of Plumstead Neighbourhood Watch Members, whereby a "Special Meeting" will be called by the Secretary, giving 30 (thirty) days notice to all Plumstead Neighbourhood Watch Members, date, time and venue of such meeting to be convened and whereby a two thirds majority vote of attending Plumstead Neighbourhood Watch members shall suffice for existing Executive Committee Members to immediately step down. All Plumstead Neighbourhood Watch members who tabled the "Vote of no Confidence" must be present at the meeting.

25.2 At such a meeting reference 25.1 above, Plumstead Neighbourhood Watch Members must elect a "Steering Committee" to act as an interim structure representing Plumstead Neighbourhood Watch.

25.3 Plumstead Neighbourhood Watch may in addition be declared dysfunctional by a decision reached by the Diepriver South African Police Service, such decision to be accompanied in writing for all Plumstead Neighbourhood Watch members to have sight of.

SIGNED AT.....THIS.....DAY OF.....
2018

PNW CHAIRPERSON - NAME.....

SIGNATURE.....DATE.....

PNW VICE CHAIRPERSON - NAME.....

SIGNATURE.....DATE.....

WITNESS 1 – NAME.....

SIGNATURE.....DATE.....

WITNESS 2 – NAME.....

SIGNATURE.....DATE.....