

## Onrus-Vermont Neighbourhood Watch Constitution

### NAME

The name of the association is the Onrus-Vermont Neighbourhood Watch. The name is abbreviated by the use of the letters to OVNHW or the shortened OnVerWag.



### 1) AIMS AND OBJECTIVES

To promote and protect the interests of all residents, to the best of our ability and resources, in order to ensure a safe and prosperous suburb, free from lawlessness, crime and intimidation, in the spirit of the South African constitution.

#### a) AIMS

- i) To nurture a sense of unity, dedication and good neighbourly relations among the residents of the area.
- ii) To aim for a crime free environment.
- iii) 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 environment.
- iv) To provide a channel through which local communities can play a meaningful role in crime prevention.
- v) To ensure that visitors, holidaymakers and tourists are safe and are able to enjoy the facilities.
- vi) To protect residents' property with regular patrols, working in close collaboration with the South African Police Services and Security Companies.
- vii) To protect and preserve our coastline, marine life and beaches from law breakers.
- viii) To utilise the income derived from whatever source to promote the aims and objectives of the association and to use the assets to the benefit of the residents in a manner determined by the Executive.
- ix) To open a bank or savings account and to invest or spend the monies as deemed fit in order to operate the association effectively.
- x) From time to time when necessary to seek donations or sponsorship or borrow money to accomplish the aims and objectives of the association to the benefit of its residents.

#### b) OBJECTIVES

- i) To create public awareness with regard to safety, crime prevention and protection of families and their property.
- ii) To encourage the community to work in close co-operation with the South Africa Police Services and other structures such as local authorities who are involved in law enforcement.

*Howl if you see our owl!*

## Onrus-Vermont Neighbourhood Watch Constitution

### 2) AFFILIATIONS

The OVNHW is not officially affiliated with any other organisations but may create affiliations with like-minded associations if deemed necessary.

### 3) MEMBERSHIP

- a) Membership of the association shall be open to all persons over the age of 18 years who want to exercise their civic duty.
- b) Membership shall be based on the principles of non-racism, non-sectarianism and democracy.
- c) Membership (of the association) shall be open to all irrespective of race, colour, creed, religion, disability, age or sexual orientation, subject to the criteria set out by the association.
- d) Membership shall be open to all who reside in the area of operation or have direct business or interest in the area subject to the criteria set out by the association.
- e) A membership register will be kept and updated annually. The register will contain the name, address, identity number and contact details of the members. The register will contain the indemnity forms signed by the members.

### 4) MEMBERSHIP FEES

- a) The executive committee will determine the membership fees before the AGM, to be ratified at the AGM. Anyone who is not a paid up member will not be entitled to vote at the AGM.
- b) Prospective new members are required to fill in the requisite application form.
- c) Subscriptions are payable annually in advance during December of each year.
- d) Members who join during the financial year must pay full membership fees for that year.
- e) All payments must be made to the treasurer.
- f) Any member not in good standing foregoes the privilege to vote.

### 5) STATUS

- a) The OVNHW is not a legal body or person and shall function within the guidelines as provided by the Western Cape Provincial Administration and Code of Conduct.
- b) An acknowledgement of this fact must be signed by the OVNHW clearly indemnifying itself and must clearly state that this is a voluntary association. This must be completed before joining the Neighbourhood Watch Structure.
- c) The OVNHW does not have powers of whatsoever the nature may be in law to be acted upon.
- d) All individual members act in their own capacity as individuals and liability shall be in that capacity.
- e) The OVNHW shall not be responsible for civil or criminal actions arising out of the actions or omissions of its members.
- f) The OVNHW shall not carry on any business for its own gain.
- g) No member of the OVNHW shall be liable for any debt or obligations of the OVNHW.

*Howl if you see our owl!*

## Onrus-Vermont Neighbourhood Watch Constitution

- h) Generally, unless explicitly stated to the contrary, the widest possible interpretation shall be given to the terms, powers, and authorities herein mentioned, and unless clearly indicated to the contrary, words, phrases and sentences shall be construed according to their usual meaning and not according to any special statutory definition.
- i) Every Executive Committee member or office bearer or servant of the association shall be indemnified out of the funds of the association and it shall be the duty of the Executive Committee, out of the funds of the association, to pay costs, losses and expenses which any such office bearer may incur or become liable to by reason of any contract entered into or act or thing done by him/her as such office bearer, in any way discharging his/her duty while acting under and in accordance with the instruction of the Executive Committee except where the same shall happen by or through his/her wilful default.
- j) The OVNHW will strive to ensure that all members taking part in patrol or any other activities shall receive the necessary training to perform these duties.

### 6) ACCOUNTABILITY

- a) OVNHW is accountable to the South African Police Services, hereafter referred to as SAPS, in the first instance.
- b) OVNHW is accountable to the Greater Hermanus Community Police Liaison Forum, hereafter referred to as the CPF, by virtue of its registration to the said body.
- c) The Provincial Constitution is binding on the OVNHW in so far as it is not in conflict with the Constitution of the Republic of South Africa and the Bill of Rights.
- d) The OVNHW must assist the SAPS in so far as crime prevention is concerned, and must adopt and support the social crime prevention strategy of the Police.
- e) The OVNHW must act within the framework of the law.
- f) Members shall have powers similar to any other citizen, to perform a citizen arrest, within the requirements set out in the Criminal Procedures Act No 51 of 1977.
- g) The OVNHW must at all times strive to work with the CPF and shall be responsible for initiating and implementing crime prevention projects in consultation with the CPF.
- h) All members must have identity cards.
- i) The OVNHW shall keep proper accounting records.

### 7) INCOME AND PROPERTY

- a) The organisation will keep a record of everything it owns.
- b) The organisation may not give any of its money or property to its members or the Executive Committee. The only time it can do this is when it pays for work that an Office Bearer or member has done for the organisation. The payment must be a reasonable amount for the work that has been done.
- c) The Executive Committee or 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, and for which authorisation has been granted.

*Howl if you see our owl!*

## Onrus-Vermont Neighbourhood Watch Constitution

- d) The Executive Committee or members of the organisation do not have rights over things that belong to the organisation.
- e) The financial year of the organisation ends on 30 November each year.

### 8) BODY CORPORATE

- a) The organisation shall:
  - i) Exist in its own right, separately from its members.
  - ii) Be able to own property and other possessions.
  - iii) Be able to sue and be sued in its own name.

### 9) RESOLUTION OF DISPUTES

Disputes are to be brought to the CPF for resolving.

### 10) EXECUTIVE COMMITTEE AND CONTROL

- a) Management and control of the OVNHW is vested in an executive committee, hereinafter referred to as 'the Committee' which committee shall have full power to take whatever steps it considers necessary in pursuance of the interests of the Association. The Committee shall not consist of more than fifteen (15) members.
- b) The Committee shall be elected by a show of hands from a list of nominations. All nominations must be in writing and tabled prior to the AGM.
- c) The Committee shall elect a Vice Chairperson and a Treasurer from its members to serve until the next AGM.
- d) The Committee shall appoint a Secretary on terms agreed on from time to time.
- e) A member may be elected to fulfil two or more of these functions if necessary.
- f) The Committee may appoint a member or members to fill any vacancies on the Committee which may occur during the year. Such appointments shall only be until the next AGM.
- g) The committee may co-opt members and/or appoint sub-committees of members for specific duties or to make specialist contributions for such a period as the Committee may decide, but not for a period longer than the next AGM.
- h) The Committee shall decide on investing funds. All drawings on account shall be signed for by the Treasurer and Chairperson and, if decided by the Committee, one (1) more signing officer in the absence of the Treasurer. Drawings shall be signed for by at least two (2) authorised signing officers. Accounts shall be subject to an annual audit.
- i) The committee receives and considers members suggestions and complaints in writing directed to a member of the Committee.
- j) The Committee may appoint members to represent it at meetings of other institutions.
- k) A quorum shall consist of no less than five (5) members.
- l) A member of the Executive must be appointed as custodian of all equipment.
- m) The executive committee will meet at least once per month, unless there is a need for a special/emergency meeting, in which case a meeting may be convened with 24 hour notice.

---

*Howl if you see our owl!*

**Executive committee:** Chairman: *Abner Inghels* Vice Chairman: *Japie Louw* Treasurer: *Caroline Gabb*  
Secretary: *Penny Wieffering* Patrols: *Joe Nel* Other: *Laurie Leviton, Jan Roodbol,*  
*Michiel de Kock, Anne Droomer, Jan Vorster & Rae Holmes.*

## Onrus-Vermont Neighbourhood Watch Constitution

### 11) CHAIRPERSON

- a) The Chairperson is chosen annually by the members of the OVNHW, at the AGM.
- b) He/she will act as chair of all general meetings. In his/her absence the Vice Chairperson will assume his/her duties.
- c) The Chairperson is *ipso facto* a member of the Executive Committee and is also the Chair thereof.
- d) The Chairperson must manage and control all meetings, he/she must ensure that rules and procedures are correctly carried out and that the conditions and terms of the constitution are adhered to.
- e) The Chairperson has the right to remove a member of the Executive Committee, if the member misses (3) consecutive meetings without adequate apology or, if his/her behaviour is such as to bring disrepute on the OVNHW.

### 12) ANNUAL GENERAL MEETING

- a) An annual general meeting shall be held at least once in every year. All other general meetings shall be called extraordinary.
- b) The Executive Committee may whenever it sees fit, convene an extra-ordinary general meeting.
- c) Subject to the provisions of Section 181 of the Companies Act of 1973 relating to special resolutions, twenty-one (21) days' notice shall be served specifying the place, time and date of the meeting and, in the case of special business, the general nature of that business shall be stated on the written notification of the extra-ordinary general meeting.
- d) The business of the AGM shall be
  - i) The consideration of accounts, balance sheets and reports of the Executive Committee.
  - ii) The election of at least six (6) office bearers, one of whom shall be Chairperson and another Vice Chairperson.
- e) No business shall be transacted at any general meeting unless a quorum of members is present at the time that the meeting proceeds to commence. Save as otherwise provided twenty (20) members entitled to vote irrespective of proxies or powers of attorney, shall be a quorum.
- f) Changes to this constitution requires a two-thirds majority vote.

### 13) RULES FOR CONDUCTING MEETINGS

- a) Proper minutes and attendance records must be kept for all meetings of the organisation.
- b) The minutes shall be confirmed as a true record of proceedings by the next meeting of the Board, or of general members as the case may be, and shall thereafter be signed by the chairperson.
- c) Minutes shall thereafter be kept safely and always be on hand for members to consult.

---

*Howl if you see our owl!*

**Executive committee:** Chairman: *Abner Inghels* Vice Chairman: *Japie Louw* Treasurer: *Caroline Gabb*  
Secretary: *Penny Wieffering* Patrols: *Joe Nel* Other: *Laurie Leviton, Jan Roodbol,*  
*Michiel de Kock, Anne Droomer, Jan Vorster & Rae Holmes.*

## Onrus-Vermont Neighbourhood Watch Constitution

### 14) LOGO & COMMUNICATION

The following logo is to be used on all official communication & marketing material of the Onrus-Vermont Neighbourhood Watch. All official communication must be approved by at least three (3) members of the executive committee.



### 15) DISSOLUTION

- a) The OVNHW may be dissolved by a majority vote of a duly constituted meeting. This meeting must take place under the Chairpersonship of the CPF.
- b) Reference to the mandate shall be made and duly recorded.
- c) The CPF, SAPS Station Commander and a representative from the Department of Safety and Security must be invited to be present at this meeting.
- d) On dissolution of the OVNHW all the money and assets are to be ceded to the local CPF who will become the custodians of all the assets, funds and documentation.
- e) The CPF shall cancel the mandate with the banking institution and appoint members from its Executive as signatories of the said banking accounts.
- f) The CPF will hold all the assets and funds in trust until such time as a new Neighbourhood Watch is established and in the interim the CPF shall sustain any or all current projects and attend the administration of the dissolved association.

---

*Howl if you see our owl!*

**Executive committee:** Chairman: *Abner Inghels* Vice Chairman: *Japie Louw* Treasurer: *Caroline Gabb*  
Secretary: *Penny Wieffering* Patrols: *Joe Nel* Other: *Laurie Leviton, Jan Roodbol,*  
*Michiel de Kock, Anne Droomer, Jan Vorster & Rae Holmes.*