

Arboleas Home Watch (A.H.W.)

The Constitution

The Arboleas Home Watch (A.H.W.) was established on 26th November 2015 by the Previous Members of The Arboleas Neighbourhood Watch Scheme at it's Disolution that Date.

A) The Objectives of the Arboleas Home Watch (A.H.W.) are to : -

- To improve community safety and security and deter criminal activity.
- Work Collaboratively with all Civil Authorities.
- To prevent crime by improving home security, increasing vigilance, creating and maintaining a caring community and reducing opportunities for crime by increasing crime prevention awareness.
- To assist to Police in detecting crime by promoting offective comminication and prompt reporting of suspicious activity.
- To reduce undue fear of crime by providing accurate information about risks and by promoting a sense of security and community spirit, particularly amongst the more vulnerable members of the community. Build bonds between neighbours so that people look out for each other and stimulate neighbourhood awareness.
- To improve Police / Community liason by providing offective communications through messaging systems which warn Coordinators of local crime trends which they can disseminate to their Members and by members informing the Police of incidents when they occur.

B) Membership of the Arboleas Home Watch : -

All residents of Arboleas may seek membership of AHW from whatever area they live irrespective of whether a Local Coordinator is in place or not. It is preferred if there is a local person in each area to pass on information.

If there is a Coordinator of AHW in an area and they stand down and no other person is willing to take over, members will still enjoy the benefits of the Scheme through either the Lead Coordinator or another Coordinator from an adjacent area.

Members of AHW whose details are held on record by the Membership Secretary shall be entitled to attend Annual General Meetings of AHW and shall be entitled to vote,

The Executive Committee of AHW reserves the right to reject an application for membership, to suspend membership until the following AGM or to revoke membership. The decision to do so is at the discretion of the Executive Committee of the AHW. A Member who is aggrieved by such a decision may seek to appeal to the following AGM.

C) Officers of the Arboleas Home Watch. (A.H.W.)

The Executive Committee Members are made up as follows : -

A President

A Secretary

A Treasurer

A Lead Coodinator

Deputy Treasurer

Deputy Lead Coodinator & Publicity Manager

Additional positions being considered are that of a Deputy President & Minute Secretary

The Leaders of the AHW are the Executive Committee. They shall be elected by and from the Members of AHW at the Annual General Meeting held normally in a November date.

The conduct of these elections will be the responsibility of the President.

The Officers will hold office from the AGM for a duration of One Year.

Where a member elected to the post of President, Secretary, Lead Coodinator or Treasurer ceases to hold office, for whatever reason, a deputy shall immediately fill that post until election for that post is held at the next Executive Committee meeting.

Executive Committee members will attend if possible all Executive Committee meetings, Ad Hoc Committee Meetings and the Annual General Meeting.

D) Responsibilities of the Officers and Coodinators of the AHW.

The Officers and Coodinators of the AHW will be responsible to the Executive Committee for carrying out their functions in accordance with their Job Definitions held by the President. Copies of which are available upon request.

E) Arboleas Home Watch (A.H.W.) Meetings

An Annual General Meeting will be held in November every year.

A Coordinator meeting will be held every 6 months.

An Executive Meeting will be held twice a year in between the Coodinators Meetings.

Ad Hoc Meetings of the Executive will be called as and when thought necessary.

Meeting will commence at the time stated on the Agenda.

No Meeting will last longer than 2 hours.

An Agenda must be prepared in advance of any meeting held. This agenda will be sent out a minimum of 6 days prior to the meeting.

Notice of motions wishing to be raised must be sent in writing to the President at least 6 days before the meeting except for emergency meetings.

A Meeting will only deal with items on the agenda or entered in writing before to the President.

The Conduct and Discipline of all Meetings will be the responsibility of the President.

Any invited Speakers and the time allowed to them to talk will be determined by the President.

The President reserves the right to suspend a meeting or to suspend a member from any meeting. Any reasons for this decision being made must be clearly stated and fully recorded in the Minutes of that meeting.

Minutes of all Meetings will be sent directly to all Members of the Committee and Coordinators.

F) Arboleas Home Watch (A.H.W.) Raising of Funds

Funds to enable the AHW to run may be raised by way of the following : -

Voluntary Donations from Members of the AHW and any person willing to donate..

Sponsorship from Local Businesses of Good Standing.

Possible help from Local Authorities.

Sale of Equipment or Merchandise to Members.

From such other sources that is considered to be appropriate by the Executive Committee and consistent with the Aims of the AHW.

G) Arboleas Home Watch (A.H.W.) Control Of Funds

It is resolved by the Executive Committee that the Treasurer, or in their absence the Deputy Treasurer, shall have day to day control of all funds of the AHW.

They will have control of decisions on expenditure as they seem fit. However the Executive Committee must be referred to for exceptional expenditure for decision.

No Member or Coordinator should be out of pocket by virtue of the fact that they carry out functions of the AHW. Any claims must be made in writing with receipts to the Treasurer.

The Arboleas Home Watch is a Non Profit Making Body. All monies are used for to and for the benefit of Members of the AHW.

A report of the income and expenditure for all funds will be prepared by the Treasurer for all Executive Meetings, Coordinator Meetings and The Annual General Meeting. The Deputy Treasurer to sign off and agree when necessary,

The Bankers for the Arboleas Home Watch are Unicaja, Plaza Constitucion 9, Arboleas, 04660, Almeria,

The Bank account will need not less than two signatories from the following positions in the AHW. The President, The Treasurer and The Deputy Treasurer.

This Document dated

26th November 2015.