



---

# CONSTITUTION AND CODE OF CONDUCT FOR THE HEATHER PARK NEIGHBOURHOOD WATCH

(SUB FORUM: SECTOR 4, George Police  
Station) GEORGE, WESTERN CAPE: April  
2017

---

## Table of Contents

Table of Contents	2
Heather Park Neighbourhood Watch Constitution	3
1 General Forward	3
2 Preamble	3
3 Name: Community Safety Structure (Neighbourhood Watch)	3
4 Difinitions	3
5 Abbreviations and Acronyms	4
6 Aims: Heather Park Neighbourhood Watch	5
7 Objectives: Heather Park Neighbourhood Watch	5
8 Functions: Heather Park Neighbourhood Watch	6
9 Membership: Heather Park Neighbourhood Watch	7
10 Indemnity: Heather Park Neighbourhood Watch	8
11 Liability: Heather Park Neighbourhood Watch	8
12 Collaboration: Heather Park Neighbourhood Watch	9
13 Affiliation: Heather Park Neighbourhood Watch	9
14 Composition: Heather Park Neighbourhood Watch	9
15 Logo and Letterheads: Heather Park Neighbourhood Watch	12
16 Identity Cards: Heather Park Neighbourhood Watch	12
17 Resolution of disputes: Heather Park Neighbourhood Watch	12
18 Use and control of funds and assets: Heather Park Neighbourhood Watch	13
19 Meetings: Heather Park Neighbourhood Watch	14
20 Dissolution of the HPNW	24
21 Functionality of the HPNW	25
22 Code of Conduct: HPNW	26
23 Code for donations and sponsorships to HPNW:	33
24 Amending the Constitution: HPNW	34
25 Interpretation: This Constitution and Code of Conduct	35
27 Adoption: HPNW Constitution and Code of Conduct: By George Police Station CPF EC	36
28 Adoption/Approval: HPNW Constitution and Code of Conduct: By George SAPS Station Commander	36

# Heather Park Neighbourhood Watch Constitution

## Reference

- A: The Constitution of the Republic of South Africa
- B: No 3 of 2013: Western Cape Community Safety Act, 2013
- C: Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch May 2003
- D: Uniform Constitution for Community Police Forums and Boards in the Western Cape 18 February 2010

## 1 General Forward

- 1.1 This Constitution and Code of Conduct (in conjunction with the HPNW Structure, House Rules) is aimed at providing for the proper functioning of the local Heather Park Neighbourhood Watch (HPNW) Community Safety Structure, located within the area that is made up of the overlapping geographical boundaries of both the Heather Park Municipal Suburb of the City of George and the SAPS's Sub Forum Sector 4.

## 2 Preamble

### Whereas

- 2.1 this Constitution and Code of Conduct comes into being to serve the interests of having a lawful, sustainable, effective and efficient Neighbourhood Watch movement in Heather Park.

### Whereas

- 2.2 it is incumbent upon those likeminded members (i.e. tenants, residents or owners of immovable property) to organise for the purpose of safeguarding themselves, their immovable items and other property against crime and other safety concerns in the area of Heather Park as per Section 6 of the Legislation at Reference B,

### Therefore

- 2.3 this Constitution and Code of Conduct comes into being to serve the interests of having a lawful, sustainable, effective and efficient Neighbourhood Watch movement in Heather Park.

## 3 Name: Community Safety Structure (Neighbourhood Watch)

- 3.1 The name of the Neighbourhood Watch shall be Heather Park Neighbourhood Watch (HPNW)

## 4 Definitions

- 4.1 “Neighbourhood Watch Structure” (Structure): This shall be an all-encompassing phrase and shall include individual neighbourhood watches as well as neighbourhood watch associations and other structures such as the street committees, street watches, block watches, farm watches, business watches, flat watches and any neighbourhood watching activity deemed to be related to the definition as set out herein.
- 4.2 “Neighbourhood Watch Associations”: This shall be a structure, consisting of a group of neighbourhood watches or such structures as referred to above.
- 4.3 “Neighbourhood Watch”: Shall be a group of individual's resident in the area or businesses wherein the neighbourhood watch activity is being conducted.
- 4.4 “Recognition”: This prescribes the process that precedes recognition whereby the details of a neighbourhood watch structure, being
  - the names and contact details of the committee members,

- it's membership,
- it's constitution,
- it's code of conduct and
- audited financial statements

shall be recorded with the local Community Police Forum and the local South African Police Services. In cases where the Community Police Forum is not in existence or is not active, this will be done by the South African Police Services.

- 4.5 “Affiliation to Local Community Police Forum”: This shall be the official representation of the Neighbourhood Watch Structure in the area. In the absence of a Community Police Forum such official representation will be through the local Station Commander of the South African Police Services.
- 4.6 “Official”: This implies that a Structure has been registered with the relevant authority/ies and is recognised accordingly.
- 4.7 “Non – political”: Implies that the Neighbourhood Watch Structure should not be affiliated to any political organization, and must not do any work or give the perception in regards to being politically aligned with any political organization.
- 4.8 “Non – sexist”: This implies that the Neighbourhood Watch Structure must not discriminate on the grounds of gender or sexual orientation.
- 4.9 “Dangerous Weapons”: As defined by The Dangerous Weapon Act No 71 of 2013, shall mean... “any object, other than a firearm, which is likely to cause serious bodily injury if it were used to commit an assault.”

## 5 Abbreviations and Acronyms

AGM:	Annual General Meeting
DOCS	Department of Community Safety
CIO	Crime Information Office
CPF	Community Police Forum
SAPS	South African Police Service
HP	Heather Park
NW	Neighbourhood Watch
TT	Task Team
DMC	Day Management Committee
EC	Executive Committee
SGM	Special General Meeting
COO	Concept of Operations
GM	General Meeting
W App	Whats Application (Social Media Platform)
f	Facebook (Social Media Platform)
SMS	Short Message Service
E-mail	Electronic Mailing

**6 Aims: Heather Park Neighbourhood Watch**

- 6.1 To nurture a sense of unity, dedication and good neighbourly relations among the residents of the area.
- 6.2 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 and secure environment.
- 6.3 To provide a channel through which local communities can play a meaningful role in crime prevention.
- 6.4 To promote communication between SAPS and the Heather Park community.
- 6.5 To promote co-operation between SAPS and the Heather Park community in fulfilling the needs of this community regarding policing.
- 6.6 To improve the rendering of Police Services to the Heather Park community.
- 6.7 To promote transparency and accountability of the SAPS to the Heather Park community.
- 6.8 To assist with the initiation, implementation and co-ordination of social crime prevention programmes and projects in Heather Park, in conjunction with SAPS, other State Departments, Law Enforcement Agencies, Municipal Police Service and other CPF Structures.

**7 Objectives: Heather Park Neighbourhood Watch**

- 7.1 To create public awareness regarding safety, crime prevention and protection of residents and their property.
- 7.2 To encourage the community to work in close co-operation with the SAPS and other structures such as local authorities who are involved in law enforcement.
- 7.3 To ensure Members act within the framework of the law.
- 7.4 Comply always with the provisions contained in the Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures (WCNWS) and in the event of there being any conflict between WCNWS and this Constitution, the provisions of WCNWS shall prevail.
- 7.5 Lobby National, Provincial and Local Government on all issues of Public Safety under the Codes contained in WCNWS.
- 7.6 Seek and obtain funding and resources (including SAPS reinforcement) through the George Police Station CPF from any available governmental or departmental source.
- 7.7 Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses regarding providing for own/community safety.
- 7.8 Promote and carry out or assist in promoting and carrying out research, surveys and investigations regarding own/community safety and publish results thereof.
- 7.9 Collect and disseminate information on all matters affecting the above purposes and exchange such information with other bodies having similar purposes.
- 7.10 Legally procure and print, publish, issue and circulate gratuitously or otherwise such papers, books, periodicals, pamphlets or other documents or films or recorded tapes as shall further the purposes of furthering own/community safety.
- 7.11 Accept gifts/donations in such a manner as HPNW shall see fit, subject to such consents as required by law.
- 7.12 Procure contributions to HPNW by personal or written appeals, public meetings or otherwise, subject to such consents as required by law.
- 7.13 Appoint and constitute such advisory committees as the HPNW EC may think fit.

**8 Functions: Heather Park Neighbourhood Watch**

- 8.1 As a Community Safety Structure, the HPNW organisation inherently must be renowned for and be seen to function within the context of a sound, informed, well lead and managed Organisational Entity that includes inter alia ensuring excellent organisational dynamics and practical hierarchy levels, administration (including asset management) and reference documents, communication, audit trails, liaison with Members/Partners/Oversight Authorities, reporting and security practices.
- 8.2 Must inherently assist the SAPS in so far as crime prevention in their area is concerned, by enacting the role of being the “the SAPS’ Eyes and Ears on the Ground”, all within the legal limits of citizenship and the law.
- 8.3 Must be technically and tactically operational in so far as being able to be noted as a Community that in a crime prevention context is seen as always “Looking out for One Another”; i.e. “Batho Pele Security = Putting the Community’s Security Interests First”.
- 8.4 Shall adopt and support the social crime prevention strategy of the Police.
- 8.5 Must operate within the framework of the law.
- 8.6 Neighbourhood Watch Members shall have powers, similar to that of any other citizen, to perform a citizen’s arrest.
- 8.7 In performing a citizen’s arrest, the requirements set out in the Criminal Procedure Act No. 51 of 1977 shall be adhered to and complied with at all times and under all circumstances irrespective the nature thereof.
- 8.8 Must strive to work in partnership with the George Police Station CPF.
- 8.9 Shall be responsible for initiating and implementing crime prevention projects in consultation with the George Police Station CPF.
- 8.10 Be visible and maintain visibility in HP for the purpose of deterring criminals or would be criminals and reporting criminal activities to the police,
- 8.11 Advise the community on safety hints, domestic violence related issues, victim support and how to safely secure themselves and their property.
- 8.12 Be available and prepared to testify, within reason.
- 8.13 Assist SAPS in supporting witnesses and victims of crimes.

**9 Membership: Heather Park Neighbourhood Watch**

- 9.1 Membership shall be based on democratic principles of non-racism, non-sexism and non-sectarian.
- 9.2 Membership shall be open to all irrespective of race, colour, religion, disability, age or sexual orientation subject to the criteria as set out by the relevant neighbourhood watch structure.
- 9.3 Membership shall be open to all who live, work and/or own property in HP or have business interests in the HP area, subject to the criteria as set out by the HPNW.
- 9.4 Membership is voluntary. HPNW may however determine its own membership fee. In the event where such a fee is applicable, the payment thereof shall not be enforced in any way. The payment of such a fee shall remain voluntary at all times.
- 9.5 A membership register will be kept and updated annually. The register must contain the name, address, identity number and telephone details of the Members. The register must also contain the HPNW indemnity forms signed by the Members.
- 9.6 Members shall be 18 years and above;

- 9.7 Members of the SAPS can't be elected to any HPNW Office since the former is automatically represented as a Statutory member of the HPNW Structure when duly designated as such by the George SAPS Station Commander.
- 9.8 Public Service Act Members of the SAPS should not be members of the HPNW EC.
- 9.9 A person with reasonable expectations of being approved as a member of the HPNW must apply in writing/digitally for membership using the approved HPNW Membership Application Form and submit this application to a Member of the HPNW EC for further processing.
- 9.10 The HPNW EC may reject an application for Membership of the HPNW or terminate such Membership due to the following:
- Applicant's involvement and/or alleged involvement in criminal activities or having a criminal record;
  - Applicant's failure to subject him/herself to the screening process within 30 days (thirty days) after election as a member of the HPNW EC (refer par 9.10) and/or as a Patrol person.
- 9.11 **EC Members:** All persons elected to the executive of the HPNW EC shall be subjected to a screening process by SAPS and this shall be dealt with in a professional and confidential manner.
- 9.12 **EC Members:** With reference to termination of Membership of the HPNW EC specifically, that the Member without any reasonable explanation defaults as follows:
- Fails to attend at least three set meetings in a period of six months;
  - Shows a pattern of failure to attend set meetings;
  - Accepts appointment as a permanent member of the SAPS, SAPS Reservists, Municipal Police Service or the W/Cape DOCS.
- 9.13 **EC Members:** When considering the rejection of an application or the termination of Membership on the grounds of offences or alleged offences, the remaining HPNW EC must take the following factors into consideration:
- The seriousness of the offence(s) and/or alleged offence(s) involved;
  - The number of convictions;
  - The time lapse since the last conviction; and
  - The fact that the conviction(s) were not made known at the time of applying for appointment as a member of the HPNW EC.
- 9.14 An applicant whose application has been rejected or whose Membership has been terminated may request reasons for the rejection of the application for membership or the termination of membership. The applicant may, after receiving such a reply, appeal to the George CPF within 7 days and a reply must be supplied within 14 days after the receipt of the appeal. If not satisfied with the decision of the George Police Station CPF, representation may be forwarded to only one (1) next higher level Policing Authority, whose decision shall be final.
- 9.15 Security service providers in operation and related companies and employees of the Security Industry should not be elected as HPNW EC members.
- 9.16 Membership shall be for those persons who wish to participate in the objectives of HPNW and shall be by registration on the HPNW Membership data base. The data base may be accessed by e-mail at such e-mail address as is from time to time made available or as published on the HPNW webpage site.
- 9.17 Only those who have registered as Members in accordance with 9.16 hereof shall be entitled to vote at General Meetings of HPNW.

- 9.18 The HPNW EC may request reasonable information from an applicant before granting membership. This Committee shall not reject an applicant without sufficient reason.
- 9.19 A Member may resign from the HPNW by written input only (e-mail, letter, SMS or W App etc.) and preferably also stating main reasons for this resignation, in order for the HPNW to receive inputs at bettering its overall functioning.

#### **10 Indemnity: Heather Park Neighbourhood Watch**

- 10.1 HPNW is not a legal person and shall function within the guidelines as provided and set out in the Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures (May 2003).
- 10.2 An acknowledgement to this effect shall be signed by all Members clearly indemnifying the HPNW.
- 10.3 The acknowledgement referred to above must clearly state that the HPNW with its membership is a voluntary association.
- 10.4 The said acknowledgement shall be completed by all Members before joining the HPNW.

#### **11 Liability: Heather Park Neighbourhood Watch**

- 11.1 HPNW is not a legal person and as such does not have powers of whatsoever the nature might be in law to act or to be acted upon.
- 11.2 All individual members affiliated to the Structure act in their own capacity, as individuals and liability shall be in that capacity.
- 11.3 HPNW shall 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.
- 11.4 All and any criminal and civil actions that are instituted against a Member of the Structure shall be against the Member concerned and not the Structure.

#### **12 Collaboration: Heather Park Neighbourhood Watch**

- 12.1 The HPNW shall be in collaboration with the South African Police Service, since the latter is the HPNW Main Strategic Partner.
- 12.2 By virtue of its registration with CPF the HPNW shall collaborate with the George Police Station CPF.
- 12.3 In the absence of such a CPF, the HPNW shall be in collaboration with the Area Community Police Board.
- 12.4 Should the George Police Station CPF or the Area Community Police Board be found to be dysfunctional the HPNW Structure shall collaborate with the Cape Town Western Cape Provincial Community Police Board.
- 12.5 The Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures May 2003) (Ref C) shall be binding on the HPNW in so far as it is not in conflict with the Constitution of the Republic of South Africa and the Bill of Rights. HPNW may adopt their own Code of Conduct but this should not have determinations which are in conflict with the determinations of the Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures.

#### **13 Affiliation: Heather Park Neighbourhood Watch**

- 13.1 The HPNW must be affiliated to the George Police Station CPF in order to be recognised by the George Police Station.



- 13.2 The HPNW may seek/establish an association with organisations in Sector 4 that foster similar intentions to that of the HPNW.

**14 Composition: Heather Park Neighbourhood Watch**

- 14.1 The HPNW shall consist of individual households and businesses in Heather Park. (Refer Page 3, Sub Par 1.1) all grouped into demarcated Blocks (a future development) to maximise decentralised execution of all HPNW related tasks “on the ground”. Once operational, these “Blocks” will copy the then Executive Committee’s (EC’s) procedures and managerial practices for handling all of the HPNW operational functions in a “Block” context.
- 14.2 The EC of the HPNW can be elected at an Annual, a General or a Special General Meeting of the Heather Park Community/Registered Members and thereafter at an Annual General Meeting. At the discretion of the EC it may also organise itself into HPNW Steering Management Committee to handle urgent matters under circumstances where the EC cannot meet in a very short space of notice-time.
- 14.3 Nomination of EC Members must only be made by Registered Members of the HPNW. Should nominations exceed vacancies, elections shall be decided by a simple majority of those present and entitled to vote. Note: A single Nominee must still be voted for, to register the level of support from Members. No Member shall exercise more than one vote but in case of an equality of votes the Chairperson shall have a second or casting vote.
- 14.4 For more details regarding the Election of Office Bearers refer to the HPNW Election of Office Bearers Protocol.
- 14.5 The HPNW Executive Committee shall comprise of the following posts:
- 14.5. .1 a Chairperson;
- 14.5. .2 a Vice Chairperson (must also act as Chairperson and be the Membership Manager);
- 14.5. .3 a Secretary (also acts as the HPNW Office Manager);
- 14.5. .4 an Assistant Secretary;
- 14.5. .5 a Treasurer (also acts as the Asset Manager);
- 14.5. .6 an Operations Co-Ordinator;
- 14.5. .7 a Projects Co-Ordinator / Public Relations Officer (also acts as the Media Liaison Official);
- 14.5. .8 SAPS Statutory Member as appointed by the George SAPS Station Commander;
- 14.5. .9 HPNW “Block Representatives/” Block Leader” – a possible future development.
- 14.6 The HPNW EC may co-opt an expert in an advisory capacity, in any particular field or area, as deemed necessary.
- 14.7 Each member of the Committee shall be entitled to one vote at meetings of the Committee. Digital voting is permitted. The co-opted member shall have no voting powers.
- 14.8 The Members of the EC shall be those that sign the Constitution and the Code of Conduct and they shall continue in office until the first AGM of HPNW.
- 14.9 EC Members shall serve a maximum of five (5) years on this Committee. Unless the AGM votes that any Member or Members should cease to be on the EC they shall continue in office until the next following AGM or SGM;
- 14.10 Minute Books shall be kept by the EC, and the Secretary shall enter therein a record of all attendances and proceedings. A copy of the minutes of the HPNW General meetings must be handed to the George SAPS Station Commander within 7 days after the meeting;

- 14.11 The EC may co-opt up to one third of the total number of positions on the Committee (to fill “casual vacancies”) who shall be representative of Members of HPNW and who shall serve until the conclusion of the next AGM after individual co-option (Note: The Chairperson of the EC *shall not* be a co-opted Member). EC Members shall each have one (1) vote on the Committee. The George SAPS Station Commander or his/her appointed Statutory Member/s is/are *ex officio* member(s) of the EC but without voting rights. Co-opted members shall not be entitled to vote;
- 14.12 The HPNW must organize itself effectively and efficiently and is entitled to promulgate suitable arrangements such as electing the EC to undertake its functions. Further powers and functions of the HPNW EC are as follows:
- 14.12. .1 To arrange set meetings for itself as a Committee; between itself and the HPNW Community; between itself and appointed Task Teams or other Committees; and between itself and all relevant Community Safety Orientated Stakeholders and Role Players that may impact on the communal safety of Residents and Business Owners;
- 14.12. .2 To promote the aims, objectives and functions of the HPNW in general and the content of its adopted Constitution and Code of Conduct, including the annual revision of all relevant HPNW policy and procedural documents as required:
- 14.12. .3 To, at its own discretion, appoint Committees and/or Sub-Committees (i.e. Steering Committees) and allocate relevant tasks;
- 14.12. .4 To maintain control where possible over HPNW Members as well as the administration of the HPNW in its entirety with its associated operational conduct;
- 14.12. .5 To receive, investigate, consider and rule on grievances or conflicts within the HPNW, or if such actions or aspects thereof are aimed at the George Police Station CPF, to collaborate with the said George Police Station CPF to seek an amicable resolve. Complaints and grievances against the HPNW EC shall be dealt with by the George Police Station CPF. Complaints and grievances against the Executive of the George Police Station CPF shall be dealt with by the next higher authority of the George Police Station CPF itself;
- 14.12. .6 To assist where possible with the compilation of George's Community Safety Plan (CSP) for each Financial Year (FY) by providing HPNW specific inputs to the Planners. The plan should where possible include the inputs of the HPNW Members;
- 14.12. .7 To assist where possible with the implementation of local Community Safety-related projects, and/or to co-opt a person(s) to manage, execute and/or advise on the projects;
- 14.12. .8 To hold elections for the appointment of HPNW Officials;
- 14.12. .9 To draw up an Annual HPNW Budget Forecast and Procurement Requirement Statement and to authorise the use of official HPNW assets for official, proper use;
- 14.12. .10 To negotiate with relevant service providers for security related services to the HP Community, such as acquiring a venue to hold official (set) HPNW Structure meetings or to receive NW-orientated Education, Training or Development interventions;
- 14.12. .11 To lead and manage if required the annual process whereby the HPNW Constitution and Code of Conduct is approved and adopted, and similarly other reference documents.
- 14.12. .12 To invite a representative from each of the registered Service Providers providing Security Services/Products of a kind to attend such Committee meetings, provided that all such Companies are given an equal opportunity to attend and an equal right to address the Committee, at the discretion of the Chairperson;
- 14.12. .13 To compile Duty and Performance Assessment Sheets for all HPNW EC Officials, also covering the Line and Staff Functional performance of the HPNW as a whole;
- 14.12. .14 “Block Representatives” may invite companies providing Security Services/Products to attend such “Block Meetings” (future development) ensuring that all such companies shall be given an equal

opportunity to attend and an equal right to address the “Block” members, at the absolute discretion of the “Block Representative”;

- 14.12. .15 The EC may make such rules for the conduct of its business and that of HPNW (HPNW “House Rules”) as it may deem necessary provided that they shall be consistent with the requirements of this Constitution;
- 14.12. .16 Should any representative of the media attend any HPNW meeting the Chairperson may in the Chairperson’s discretion exclude the media or obtain written undertakings that no name of any HPNW Member Sector or identifying information will be published; and
- 14.12. .17 The EC shall have the power to make, repeal and amend such “House Rules” as they may from time to time consider necessary for the well being of HPNW, provided that these rules shall be consistent with the requirements of this Constitution.

#### **15 Logo and Letterheads: Heather Park Neighbourhood Watch**

- 15.1 HPNW may design and use its own logo, and a letterhead complementing its stated aims and objectives. Such a design shall not be found to be offensive, insulting and/or annoying to the public. Such design shall not bring the George Police Station Community Police Forum and the SAPS into disrepute.
- 15.2 HPNW should not use the same logo or letterhead similar to that of the SAPS.
- 15.3 HPNW may use the logo and letterhead of the George Police Station Community Police Forum subject to approval.
- 15.4 The approved HPNW Logo as at March 2017 shall be seen as:  
“A general circular shape in the form of a disc comprising of three distinct circle-areas with information depicting the main functions of the Neighbourhood Watch, with info at the top of the outer circle stating the type of Community Safety Structure (“Neighbourhood Watch”) followed by the next circle inwards (“middle circle”) with info on the top stating the location in which the NW is functioning (“Heather Park”) followed by the inner circle with an outline of an ear hearing sounds. The bottom part of the middle circle depicts different persons holding hands that personify the HPNW Members supporting one another in their fight against crime. The bottom part of the outer circle contains the HPNW Slogan (“Looking Out for Each Other”). The outer circle is technically divided into two parts by means of an outline of an open eye on either side that depicts the “watchful eyes of the NW function”.
- 15.5 For the purpose of identification, the name of the Neighbourhood Watch has been added above the outline of an ear hearing sounds, and shall be used on all correspondence where possible.
- 15.6 The HPNW Logo should only be used for official communication activities and correspondence.

#### **16 Identity Cards: Heather Park Neighbourhood Watch**

- 16.1 All identity cards will be regulated and issued by DOCS; this ID can be extended to all registered Members.

#### **17 Resolution of disputes: Heather Park Neighbourhood Watch**

- 17.1 If any dispute within the total HPNW function arises, the George Police Station Community Police Forum must attempt to resolve such dispute.
- 17.2 Should it be found that the George Community Police Forum can’t resolve the dispute, the dispute shall be referred to the Area Community Police Board.
- 17.3 Failure to resolve such dispute will lead to the dispute being taken to the Provincial Community Police Board, and whose decision shall be final and binding.

**18 Use and control of funds and assets: Heather Park Neighbourhood Watch**

- 18.1 The HPNW shall and will remain a non-profit-making organisation.
- 18.2 The HPNW shall keep proper accounting records that accurately reflect all its income and expenditure, assets and liabilities. The HPNW shall have its financial accounts reviewed annually and where possible have such accounts audited.
- 18.3 The HPNW shall be permitted to hold fund-raising campaigns and accept donations for the purposes of furthering its stated aims and objectives.
- 18.4 Funds acquired as per ref 18.3 shall be controlled and administered by the HPNW itself.
- 18.5 If the annual income of HPNW exceeds R500.00, the NW Structure shall ensure that all funds be deposited in a registered NW's bank account, with a banking institution registered and recognized by the South African Merchant Bank Act No 90 of 1994. The names of the nominated signatories must be recorded in the minutes of the meeting. A change of signatories must be done within 14 days after the status has been withdrawn or has lapsed.
- 18.6 The HPNW Structures shall ensure that a person or a member of the Structure shall be appointed as a custodian of Equipment/Assets. The prime function of this portfolio shall be upon handing over in the event of dysfunctionality / changing of office / changing of portfolios; a fully completed inventory signed by the Trustee shall be filed by the Chairperson of HPNW. An acceptable Asset Register shall be maintained by the Treasurer to ensure that all property is accounted for and shall be available for (external) inspection by the George CPF and (internally) by the designated HPNW EC Member, other than the Treasurer. This inspection shall be conducted twice a year where possible.
- 18.7 The HPNW shall manage its financial affairs and assets in accordance with generally acceptable practices and/or directives regarding financial administration issued by the SAPS / Dept of Community Safety.
- 18.8 The HPNW shall keep Income and Expenditure/Bank Statements as well as an Asset Register.
- 18.9 No member of the HPNW will have any claim against the HPNW Structure itself in respect of the following:
  - 18.9. .1 Remuneration;
  - 18.9. .2 Any property acquired by the HPNW; and
  - 18.9. .3 Any profit acquired by the HPNW.
- 18.10 HPNW EC members may do business with the HPNW or use the name of the HPNW to promote his/her own business or that of relatives and friends, only with prior consent of the EC and/or GM. This includes making proposals to employ a certain supplier, giving quotes, invoices, lenders, tenders, etc.
- 18.11 A Member of the EC may claim reasonable and necessary expenses incurred for travelling, accommodation, meals and any other expenses related directly to the activities of the HPNW Sub, with by the HPNW EC.
- 18.12 The financial year of the HPNW Structure shall commence on 1<sup>st</sup> of April of every year and shall end on 31<sup>st</sup> March of the next year.
- 18.13 A new bank account may only be opened when the old one has been closed.
- 18.14 The DOCS or SAPS may also request that the Financial Reports of the HPNW be audited at their own cost.
- 18.15 A Financial Report and Asset Report shall be tabled at each AGM/SGM of the HPNW.
- 18.16 All financial expenditure, donations or sponsorship by the HPNW must be approved by the EC **prior** to such expenditure – no ex post facto (i.e. “after the fact”) approvals shall be made. The person who made the unauthorised expense may be expected to bear such expenses out of his/her own pocket.

- 18.17 Cheques received by the HPNW must be deposited into the Bank Account of the HPNW immediately or at most three (3) day thereafter; Cash donations may be credited to HPNW Petty Cash float. Assets received by the HPNW must be registered in the Asset Register.

**19 Meetings: Heather Park Neighbourhood Watch**

**19.1 Annual General Meetings (AGM)**

- 19.1. .1 An AGM may be attended by both registered and non-registered Members of the HPNW. Non-registered members shall have no voting powers.
- 19.1. .2 The AGM must be convened between September to December and at such place/time as the EC shall determine. Notice shall be given using all the existing HPNW communication media with Members including also using the HPNW Webpage. This notice must also appear in the local newspaper.
- 19.1. .3 Members of the HPNW and the George CPF must receive written notice of the AGM from the Secretary at least fourteen (14) days in advance. Similarly, relevant documents supporting all matters under discussion must be distributed at fourteen (14) days in advance of the proposed meeting to promote transparency and facilitate inputs from Members.
- 19.1. .4 At an AGM, the HPNW Structure shall enact some (or all) of the following aspects:
- 19.1. .4.1 Receive, discuss and adopt the HPNW EC's Report on the work of the HPNW in the past year;
- 19.1. .4.2 Receive, discuss and adopt the Commander Sector 4 Security Report in the past year;
- 19.1. .4.3 Receive, discuss and adopt its participation in the upcoming year's Community Safety Plan and Projects;
- 19.1. .4.4 Receive, discuss and adopt the Financial Report for the past year;
- 19.1. .4.5 Elect the Members of the Executive Committee in total, if election of the Committee is due or alternatively Officials to fill vacancies on the EC;
- 19.1. .4.6 Receive, discuss and adopt changes to the HPNW Constitution, Code of Conduct and COO.
- 19.1. .5 Fifty percent (50%) plus one (1) the registered Members of the HPNW will constitute a quorum – the number of "proxy votes" shall not count towards meeting the said 50%.
- 19.1. .6 Any written apology will not be accepted and included for purposes of a quorum.
- 19.1. .7 A proxy must be appointed in writing or digitally in the place of an absent registered Member which must be submitted to the Secretary preferably at least 5 days before the meeting or proxies may in exceptional cases also be accepted on the day of the meeting.
- 19.1. .8 If no quorum is attained at this meeting, the meeting will be postponed for a period of fourteen (14) days.
- 19.1. .9 Notices of the rescheduled meeting should be forwarded to all members at least seven (7) days before the said meeting.
- 19.1. .10 If no quorum is attained at the 2<sup>nd</sup> (i.e. rescheduled meeting) the meeting shall continue with the attendees who shall be deemed to be a quorum;
- 19.1. .11 The following meeting and minuting procedures will be followed at an AGM based on both generally accepted practices and principles for holding meetings and creating a climate conducive to elicit maximum participation, consultation and transparency:
- 19.1. .11.1 Completing the Attendance Register
- 19.1. .11.2 Acknowledging Apologies from Members (Optional for a GM)

- 19.1. .11.3 Reading of the Notice and Agenda;
- 19.1. .11.4 Reading and acceptance of the Minutes of the previous AGM and the minutes of Special General Meetings (SGMs);
- 19.1. .11.5 The discussion of any issues arising from the Minutes mentioned;
- 19.1. .11.6 Discussions and consideration of the issues on the agenda for deliberation at the meeting (i.e. handling of matters as per 19.1.4 hereto, or specific items only relevant to a SGM).
- 19.1. .12 If the election of the EC is necessary, the election shall only be officiated by designated George Police Station CPF Officials.

## 19.2 Special General Meetings (SGM)

- 19.2. .1 The HPNW Structure Chairperson of the EC may at any time call a Special General Meeting (SGM) of HPNW at his/her discretion (and may instruct its Secretary to convene this meeting) and shall call such a meeting within thirty (30) days of receiving a request to do so, agreed by not less than six (6) Members of the EC and giving their reasons for the request. The SGM is convened to discuss/rule on special matters.
- 19.2. .2 The Secretary shall, on request, convene a SGM to have the Executive rule on issues listed by the Members, on the condition that the request is supported by forty percent (40%) of the total number of Members of the HPNW.
- 19.2. .3 Requests for a SGM must reach the Secretary at least thirty (30) days prior to the envisaged meeting. The Secretary must then, in writing, notify all Members of the HPNW of such a meeting at least fourteen (14) days in advance.
- 19.2. .4 The notice of a SGM must specify the purpose of the meeting. Matters on this agenda may include notices for reviewing any of the resolutions passed at an AGM or a SGM.
- 19.2. .5 No previous resolution or ruling pertaining to any of the matters may be revoked or amended by such a SGM unless a two-thirds (66%) majority is reached.
- 19.2. .6 Fifty percent (50%) plus one (1) of the Members of the HPNW will constitute a quorum - the number of "proxy votes" shall not count towards meeting the said 50%;
- 19.2. .7 A written apology will not be accepted and included for purposes of a quorum. In the absence of a quorum the procedure will be the same as in the case of the AGM.
- 19.2. .8 Relevant aspects at reference 19.1.7 – 19.1.11 shall remain in force for handling a SGM.

## 19.3 General Meetings (GM)

- 19.3. .1 General Meetings (GM) of the HPNW refer to those regular, set meetings between the HPNW EC and both registered and non-registered Members of the HPNW in open forum and at a suitable venue readily accessible to most participants. The Parties shall meet at least once a month with exceptions regarding dates and times communicated to Members at least thirty (30) days in advance.
- 19.3. .2 The primary focus of the GM is to promote the effectiveness of the HPNW Structure and its operational conduct in context of the main HPNW Functions and to receive an overview of criminality in HP and surrounding areas. In addition, the GM will serve a conduit to effect anti-criminality awareness campaigns (along with similar efforts using other HPNW communication technology i.e.: Hard Copy Handouts, "Word of Mouth", W App, f, SMS and E-mail).
- 19.3. .3 There is no need for a quorum during a GM since this Forum will not handle major resolutions affecting its functionality. Procedures during the GM are similar to that of an AGM, particularly at Ref 19.1.11.

#### 19.4 Executive Communities Meetings (ECM)

- 19.4. .1 The ECM of the HPNW comprises of the SAPS Sector 4 Commander, the elected HPNW Officials and any other co-opted persons designated to serve on this Forum.
- 19.4. .2 The EC will convene at least once a month, and more often if necessary, to discuss and rule on matters relating to the management and operational functionality of the HPNW using a very specific Agenda, including the finalisation of the upcoming GM Agenda.
- 19.4. .3 This Forum has the authority to request the necessary feedback and report from Members who were delegated (in the spirit of responsible, voluntary collaboration accepted by all) to conclude certain tasks.
- 19.4. .4 All managerial and operational resolutions must be passed by means of fifty percent plus one (50% + 1) vote. In the event of a tie, the Chairperson will have the deciding vote.
- 19.4. .5 In the event that the Chairperson is absent from an EC Meeting, the Deputy Chairperson will chair the meeting. In the absence of both, the meeting must either decide on a Chairperson for that occasion, or alternatively discontinue the meeting.
- 19.4. .6 At least fifty percent plus one (50% + 1) Members of the EC constitute a quorum at an EC Meeting.
- 19.4. .7 Proceedings at the EC Meeting are similar to that of an AGM, particularly at Ref 19.1.11. and one keeps “Confirmatory Notes” rather than a full set of Minutes.

#### 19.5 Day Management Committee Meetings (DMCM)

- 19.5. .1 The Day Management Committee (DMC) may be created at the discretion of the EC, now or in the future as “an emergency extension of the EC”. This Forum will convene as required, to rule on very urgent matters relating to the management and operational functionality of HPNW that simply cannot be held over for either an AGM, a SGM, a GM or an ECM. The DMC shall report and give feedback at the next ECM and GM.
- 19.5. .2 In the event that the Chairperson of the EC is absent from a DMC Meeting, the Deputy Chairperson will chair the meeting. In the absence of both, the meeting must decide on a Chairperson amongst themselves.
- 19.5. .3 The DMC of the HPNW comprises of four (4) of the elected HPNW EC and preferably with the SAPS Sector 4 Commander in attendance. At least four (4) EC Line Function Members form the DMC and also constitutes a quorum. All resolutions must be passed by means of a 75 percent (75%) vote. In the event of a tie the DMC Chairperson, will have the deciding vote. Resolutions however must be ratified at the first opportunity when an AGM, a SGM, an ECM or a GM takes place.
- 19.5. .4 The Chairperson of the DMC (Chair/Dep Chair or other appointed EC member) or other Member duly designated will keep Confirmatory Notes of the DMC Meeting and will attach these Notes to the EC Meeting Minutes as an Addendum. These Notes will also be read at the EC’s next meeting. At the DMC’s discretion one or more HPNW Block Committee Chairpersons may also be present; the latter will not have any voting rights at the DMC.
- 19.5. .5 Proceedings at the DMC Meeting are similar to that of an AGM, particularly at Ref 19.1.11.

#### 19.6 General Procedures for Meetings

- 19.6. .1 Meetings shall be conducted in terms of generally accepted procedures and practices relating to meetings.
- 19.6. .2 Decisions will be taken by consensus as far as possible.

19.6. .3 Members should

19.6. .3.1 Obtain permission from the Chairperson to speak, by raising their hand

19.6. .3.2 At all times, when they have the floor address the Chairperson.

19.6. .4 Persons in the meeting must be addressed appropriately.

19.6. .5 When a person is found to persist with poor conduct during the meeting, the Chairperson may instruct the person to leave the meeting.

19.6. .6 Meetings shall not used be as a platform to ridicule any Law Enforcement or Community Safety-related Institution or Authority.

19.6. .7 No unnecessary disturbances will be tolerated, but representatives may interrupt a speaker on a point of order. With regard to a point of order, the Chairperson will make the final decision.

19.6. .8 The Chairperson may with the permission of the meeting, amend the Agenda. Additions and/or omissions may be made at the commencement of the meeting.

19.7 Voting

19.7. .1 For election purposes, office bearers will be voted in by secret ballot or any other fair process agreed by the meeting. With their agreement nominated Members not elected into Office may be placed on a “waiting list” for co-option for duty in the future.

19.7. .2 Unless specifically waived by the EC, a person co-opted to any of the HPNW committees shall not be allowed to vote at such meetings.

19.7. .3 Voting by proxy at any meeting is only allowed when the proxy is properly mandated in writing, and should indicate a clear “yes/no” option to the proxy-holder. A registered Member shall be entitled to assign a number of “proxy votes” equal to or less than the number of items to be voted for/against.

19.7. .4 In the case of a tie during any voting process, the Chairperson shall have the decisive vote.

19.7. .5 As a matter of voting ethics, a nominee shall not be allowed to vote for himself/herself.

19.7. .6 Digital voting will be allowed, via SMS, W App, e-mail, f, website, etc.

19.8 Duties of the Chairperson

19.8. .1 The Chairperson shall have the following key duties:

19.8. .1.1 Preside over meetings and particularly, ensure that specified meeting principles and practices are abided by during such meetings;

19.8. .1.2 Be a Principal Representative of the HPNW;

19.8. .1.3 Compile (in conjunction with the HPNW EC) and present reports on the activities of the HPNW to various meetings that may require such reports;

19.8. .1.4 Supervise all work of the HPNW, in consultation with the other EC Members;

19.8. .1.5 Report regularly to the HPNW on instances where the said HPNW was represented;

19.8. .1.6 As far as possible sign all outgoing correspondence of the HPNW or in his/her absence designate this function to another EC Member;

19.8. .1.7 Safeguard HPNW assets under his/her direct use;



- 19.8. .1.8 Ensure strict confidentiality of information related to matters that require such an approach;
- 19.8. .1.9 Form part of Project Committees/Task Teams/DMC's;
- 19.8. .1.10 Assist with the development and execution of projects/research;
- 19.8. .1.11 Assist with the preparation and update of the HPNW Business Plan and other HPNW related reference documentation (i.e. NW Security Situational Assessment, COO, SWPs, Constitution and Code of Conduct, Activity List, etc);
- 19.8. .1.12 Share gained knowledge and expertise towards the betterment of the HPNW;
- 19.8. .1.13 Arrange for proper skills-transfer actions within the HPNW;
- 19.8. .1.14 Avail the resources, where possible, of the HPNW to assist other Communities to establish a NW Structure, as endorsed by the George Police Station CPF;
- 19.8. .1.15 Perform all procedural and organizational duties which relate to his/her duties;
- 19.8. .1.16 Co-ordinate, where possible, the annual (collective) assessment aimed at gauging the effectiveness of the HPNW Line and Staff Function (separately and as an integrated outcome);
- 19.8. .1.17 In conjunction with the Treasurer ensure that the funds and Assets of the HPNW are administered in accordance with the policy, plans and reason for the allocation;
- 19.8. .1.18 No Statutory Member may serve as a Chairperson.
- 19.8. .1.19 In the event that the HPNW structure has been dissolved, any person, including a Statutory member may serve as an acting Chairperson in order to reactivate this structure.

19.9 Duties of the Deputy Chairperson

- 19.9. .1 Deputy Chairperson HPNW shall have the following key duties:
  - 19.9. .1.1 Act as Chairperson in the absence of the elected Chairperson at any proceedings of the HPNW and as such he/she shall perform all functions, duties and responsibilities of the Chairperson as described in this Constitution;
  - 19.9. .1.2 In the absence of the Chairperson and the Deputy Chairperson of the HPNW, the EC shall nominate a Chairperson for that purpose from members of this EC;
  - 19.9. .1.3 In essence the Deputy Chairperson is also the Chairperson of the DMC in the absence of the HPNW EC Chairperson;
  - 19.9. .1.4 Act as the Nodal Point of Contact for the individual Block Committee Chairpersons that in turn feeds input into the EC or the DMC from the NW Executive Level;
  - 19.9. .1.5 Safeguard HPNW assets under his/her direct use;
  - 19.9. .1.6 Ensure strict confidentiality of information related to matters that require such an approach;
  - 19.9. .1.7 Form part of Project Committees/Task Teams;
  - 19.9. .1.8 Assist with the development and execution of projects/research;
  - 19.9. .1.9 Assist with the preparation of Business Plans and other HPNW related reference documentation;
  - 19.9. .1.10 Share gained knowledge and expertise towards the betterment of the HPNW;
  - 19.9. .1.11 Perform all other procedural and organizational duties which relate to his/her duties as Deputy Chairperson;

19.9. .1.12 Design and implement, where possible, assessment measures to gauge the effectiveness of the HPNW Staff Function;

19.9. .1.13 No Statutory Member may serve as a Deputy Chairperson.

#### 19.10 Duties of the Secretary

19.10. .1 The Secretary HPNW shall have the following key duties:

19.10. .1.1 Act as the dedicated Administrative Aid to the HPNW Chairperson;

19.10. .1.2 Take Minutes of all meetings, in accordance with the set format and standard (also ensuring that digital recordings, if possible, are safely kept for one (1) year before deleting the recorded information);

19.10. .1.3 Receive and file all correspondence directed to the HPNW and distribute this correspondence to the correct HPNW Official;

19.10. .1.4 Arrange all meetings/functions as may be decided upon by the EC including the provision of relevant notices and/or documents to HPNW Members;

19.10. .1.5 Keep all official documents of the HPNW other than financial records correctly filed;

19.10. .1.6 Safeguard HPNW assets under his/her direct use;

19.10. .1.7 Ensure strict confidentiality of information related to matters that requires such an approach;

19.10. .1.8 Perform all other procedural and organizational duties which relates to his/her duties as Secretary;

19.10. .1.9 Form part of Project Committees/Task Teams/DMC's;

19.10. .1.10 Assist with the development and execution of projects/research;

19.10. .1.11 Assist with the preparation and availability of Business Plans and other HPNW related reference documentation;

19.10. .1.12 Share gained knowledge and expertise towards the betterment of the HPNW:

19.10. .1.13 Act as the Office Administrator of the NW that oversees all administration practices, use of office automation, filing, shredding, distributing documentation and information, controls the use of official letter heads, sends correspondence, helps with procurement, etc;

19.10. .1.14 A Statutory Member may not be appointed as a Secretary for the HPNW.

#### 19.11 Duties of the Assistant Secretary

19.11. .1 The Assistant Secretary HPNW shall have the following key duties:

19.11. .2 Assist the Secretary in the execution of his/her functions, responsibilities and obligations;

19.11. .3 Act as Secretary in the absence of the elected Secretary and perform all functions, duties, responsibilities and obligations of the Secretary;

19.11. .4 Perform any function, duty, responsibility and obligation delegated to him/her by the Secretary or the EC;

19.11. .5 Form part of Project Committees/Task Teams/DMC's;

19.11. .6 Assist with the development and execution of projects/research;

- 19.11. .7 Assist with the preparation of Business Plans and other HPNW related reference documentation;
- 19.11. .8 Safeguard HPNW assets under his/her direct use;
- 19.11. .9 Share gained knowledge and expertise towards the betterment of the HPNW;
- 19.11. .10 Perform all other procedural and organizational duties which relate to his/her duties as Assistant Secretary;
- 19.11. .11 Ensure strict confidentiality of information related to matters that requires such an approach;
- 19.11. .12 No Statutory Member may be appointed as an Assistant Secretary.

#### 19.12 Duties of the Treasurer

- 19.12. .1 The Treasurer shall have the following key duties:
  - 19.12. .1.1 Be responsible for the finances as prescribed in this Constitution and shall, on the direction of the EC of the HPNW operate a banking account on behalf of the HPNW;
  - 19.12. .1.2 Keep the petty cash.
  - 19.12. .1.3 Keep books of account and other records necessary, to reflect on the financial position of the HPNW;
  - 19.12. .1.4 Form part of Project Committees;
  - 19.12. .1.5 Perform all other procedural and organizational duties which relate to his/her duties as Treasurer;
  - 19.12. .1.6 Assist with the development and execution of projects in general and specifically for fundraising;
  - 19.12. .1.7 Assist with the preparation of Business Plans and other HPNW related reference documentation;
  - 19.12. .1.8 Present monthly Financial Reports to the HPNW;
  - 19.12. .1.9 The Treasurer must hand over all financial documentation before vacating his/her office at the Annual General Meeting, if not re-elected;
  - 19.12. .1.10 The Treasurer must, if possible, represent the HPNW on the SAPS/CPF Funding and Project Committees;
  - 19.12. .1.11 In the case of a resignation or expulsion, the Treasurer must hand over all the bank accounts of the HPNW and all the related financial documentation to the SAPS Station Commander or responsible person designated as such for safe keeping, until such time as a new treasurer has been voted into office;
  - 19.12. .1.12 The Treasurer shall also keep and update the Asset Register of the HPNW and Gift Register and assume the role of HPNW Logistics Official that manages Logistics. Therefore he/she is responsible to draw up the annual HPNW Procurement Plan;
  - 19.12. .1.13 Safeguard HPNW assets under his/her direct use;
  - 19.12. .1.14 Share gained knowledge and expertise towards the betterment of the HPNW Structure;
  - 19.12. .1.15 Ensure strict confidentiality of information related to matters that require such an approach;
  - 19.12. .1.16 No Statutory Member may be appointed as a Treasurer.

#### 19.13 Duties of the Projects Co-Ordinator

19.13. .1 The Project Co-Ordinator shall have the following key duties:

- 19.13. .1.1 Be responsible for managing and implementing Projects sanctioned by the HPNW;
- 19.13. .1.2 Be the link between the Projects and the HPNW;
- 19.13. .1.3 Regularly provide the HPNW with progress and evaluation reports (in the required format) on the projects;
- 19.13. .1.4 Safeguard HPNW assets under his/her direct use;
- 19.13. .1.5 Ensure strict confidentiality of information related to matters that requires such an approach;
- 19.13. .1.6 Perform all other procedural and organizational duties which relate to his/her duties as Project Co-ordinator;
- 19.13. .1.7 Form part of Project Committees/Task Teams/DMC's;
- 19.13. .1.8 Assist with the development and execution of projects/research;
- 19.13. .1.9 Assist with the preparation of Business Plans and other HPNW related reference documentation;
- 19.13. .1.10 Act as the HPNW Liaison Officer (see separate list of duties hereunder) and must therefore draw up the annual HPNW Community, Strategic Partner and Media Liaison/Communication Plan;
- 19.13. .1.11 Share gained knowledge and expertise towards the betterment of the HPNW;
- 19.13. .1.12 No Statutory Member may be appointed as a Project Co-Ordinator.

#### 19.14 Duties of the Liaison Official

19.14. .1 The Liaison Official shall have the following key duties:

- 19.14. .1.1 Be responsible for the publicity of the HPNW, its activities and successes via the media;
- 19.14. .1.2 Facilitate the communication between designated Strategic Partners and the HPNW;
- 19.14. .1.3 Ensure, where ever possible, that there is adequate community participation in activities of the HPNW;
- 19.14. .1.4 Be responsible for the communication strategy of the HPNW;
- 19.14. .1.5 Keep record of all media and community coverage with an analysis of any developments that impact on the HPNW, its objectives or its activities;
- 19.14. .1.6 Liaise with the SAPS counterparts to keep each other informed of media statements and enquiries relating to the HPNW;
- 19.14. .1.7 Only communicate on behalf of the HPNW with, as far as possible the authority of the EC;
- 19.14. .1.8 Safeguard HPNW assets under his/her direct use;
- 19.14. .1.9 Ensure strict confidentiality of information related to matters that requires such an approach;
- 19.14. .1.10 Perform all other procedural and organizational duties which relate to his/her duties as Liaison Official;
- 19.14. .1.11 Form part of Project Committees/Task Teams/DMC's;
- 19.14. .1.12 Assist with the development and execution of projects/research;

- 19.14. .1.13 Assist with the preparation of Business Plans and other HPNW related reference documentation;
- 19.14. .1.14 Share gained knowledge and expertise towards the betterment of the HPNW;
- 19.14. .1.15 No statutory member may be appointed as a Liaison Official for the HPNW.
- 19.15 Duties of the Operations Co-Ordinator
- 19.15. .1 As the only Principal Liaison Official with SAPS for ALL operational matters within the HPNW, the Operations Co-Co-Ordinator shall have the following key duties:
- 19.15. .1.1 Be responsible for the operational effectiveness within the HPNW, regarding all centralised and decentralised HPNW line functions, as enabled by the EC's capacity and capability;
- 19.15. .1.2 Be responsible to lead and manage all HPNW line-functional activities and tasks at the technical and tactical level of execution;
- 19.15. .1.3 Keep up to date of best practices regarding NW line-functional activities and tasks as applicable to the HPNW in general and deterring criminality specifically, and to facilitate implementation thereof via the HPNW EC;
- 19.15. .1.4 Be responsible for managing the HPNW "Operations Room" once a suitable/viable location for the HPNW Headquarters has been sourced, with related administration and to display relevant information on maps with talc overlays, show all duty schedules, patrol areas, crime hotspots, etc. and other operational-orientated information;
- 19.15. .1.5 Be the nodal point for SAPS to introduce relevant crime intelligence aimed at keeping Members informed of possible criminal threats and to implement the best communication practice available to inform the HPNW members timeously;
- 19.15. .1.6 Ensure that SAPS provide the relevant monthly criminality overview of HP and surrounding area, making sure that a "lessons learnt" approach is followed and Members are informed accordingly;
- 19.15. .1.7 Be the Principal Co-Ordinator for the effective use of all of the HPNW communication platforms used to communicate with its Members, and to make suitable arrangements for the effective use there of;
- 19.15. .1.8 Keep statistics regarding the HPNW Line Functions and draw up reports as required;
- 19.15. .1.9 Do presentations to Members/attend presentations regarding aspects that will enhance the operational effectiveness of the HPNW Line Functions, with feedback to the EC thereafter and plans how to implement such aspects within the HPNW;
- 19.15. .1.10 Oversee the planning and scheduling of NW-type training for all of the HPNW, ensuring for example that relevant Members are trained to do a "Citizens' Arrest" and "Patrolling", etc.;
- 19.15. .1.11 Oversee the planning and scheduling of NW-type guest speaker performances and for relevant companies to do exhibits of their products/services to Members, based on the principles of non-discrimination, equitability and fairness;
- 19.15. .1.12 Workshop practical solutions to deter criminality by liaising with Stake Holders and Role Players, as approved by the EC;
- 19.15. .1.13 Design assessment measures to gauge the effectiveness of the total HPNW Line Function;
- 19.15. .1.14 Keep the local HPNW Occurrence Book up to date;
- 19.15. .1.15 Keep the HPNW Occurrence Book kept with George SAPS up to date;
- 19.15. .1.16 Safeguard HPNW assets under his/her direct use;

- 19.15. .1.17 Ensure strict confidentiality of information related to matters that requires such an approach;
- 19.15. .1.18 Perform all other procedural and organizational duties which relate to his/her duties as Operations Co-ordinator;
- 19.15. .1.19 Form part of Project Committees/Task Teams/DMC's;
- 19.15. .1.20 Assist with the development and execution of projects/research;
- 19.15. .1.21 Assist with the preparation of Business Plans and other HPNW related reference documentation;
- 19.15. .1.22 Share gained knowledge and expertise towards the betterment of the HPNW;
- 19.15. .1.23 Act as the Operations Office Administrator of the NW that oversees all related administration practices that may be implemented in the various "Blocks" in order to (similarly) execute the NW Line Functions on a decentralised basis;
- 19.15. .1.24 A Statutory Member may not be appointed as an Operations Co-Co-ordinator for the HPNW.

## 20 Dissolution of the HPNW

- 20.1 The HPNW may be dissolved by a two-thirds (66%) majority vote of a duly constituted meeting (where a quorum is 50% of Registered Members). This meeting may take place under the chairperson of the George CPF or an independent person decided upon. In the event of the dissolution of the HPNW (confirmed by a two thirds majority of those present and voting at such meeting), the EC shall have the power to dispose of only those assets held by, or on behalf of HPNW, accrued through HPNW own/private fundraising ventures; the latter may be donated to charitable institutions or institutions with similar objectives as HPNW by simple majority vote of the EC. Any other remaining assets shall be formally transferred to the George Police Station CPF Sector Four (4). A copy of the statement of accounts, or account and statement, for the final accounting period of HPNW must be sent to the George Police Station CPF Sector Four (4).
- 20.2 Reference to the mandate shall be made and duly recorded at the said meeting.
- 20.3 HPNW shall invite the George Police Station CPF, the George Police Station Commander and a representative from the DOCS to be present at the meeting.
- 20.4 Subject to the above, the George Police Station CPF shall become the custodian of all assets, funds and documentation pertaining to the HPNW.
- 20.5 The George Police Station CPF shall immediately cancel the mandate as recorded that the HPNW holds with the banking institution at reference 18.7.
- 20.6 Upon complying with clause (5) hereof, George Police Station CPF shall with immediate effect appoint members from its Executive as signatories to the said banking account/s.
- 20.7 George Police Station CPF shall hold all funds and assets in trust until such time that the community organizes itself again into a Neighbourhood Watch.
- 20.8 In the interim George Police Station CPF shall sustain any and all current project/s and attend to the administration of the dissolved HPNW including the payments to creditors, if any.
- 20.9 If after the agreed time period for restructuring of the HPNW and all efforts to the effect has failed, George Police Station CPF may donate the assets of the dissolved HPNW to an organization which shall include a Neighbourhood Watch with similar aims and objectives as that of the dissolved HPNW.
- 20.10 Furthermore, the following aspects shall also apply that may prompt a decision whether the HPNW should/may be dissolved:
  - 20.10. .1 If it is dysfunctional;

- 20.10. .2 If it cannot function properly due to internal disputes and strife;
- 20.10. .3 If there is an irretrievable breakdown of trust between it and SAPS;
- 20.10. .4 If it is confirmed that the internal strife or dispute is at a stage where the lives of Members of it is being threatened;
- 20.10. .5 If the EC by a simple majority decides at any time that on the ground of expenses or otherwise it is necessary or advisable to dissolve HPNW, in this case the EC shall call a meeting of all Members of HPNW, of which not less than thirty (30) days notice (stating the terms of the Resolution to be proposed thereat) shall be given for this meeting. Notice shall be by publication on HPNW Website, in the local press and all communication media in use at this time, where possible.
- 20.11 Before the HPNW is dissolved in terms of paragraph 20.10 attempts should first be made to address the dispute or strife through the Dispute Resolution Process;
- 20.12 The HPNW may be dissolved by the George Police Station Commander in consultation with the Executive of the George Police Station CPF and other SAPS (Higher) Authorities.

## **21 Functionality of the HPNW**

### **21.1 Dysfuntionality**

- 21.1. .1 The HPNW may be declared dysfunctional by consensus reached with the HPNW, the George Police Station CPF, and the George Police Station Commander of the SAPS and a representative of the DOCS.
- 21.1. .2 Subject to the above, all interest shall be vested in the George Police Station CPF who takes control of all and any projects pending and engaged upon by the HPNW. The George Police Station CPF shall administer the funds and cover all creditors if any.
- 21.1. .3 The HPNW, together with the George Police Station CPF shall employ every effort to re-establish the HPNW or any organisation with similar objectives that can be recognized by the George Police Station CPF.

### **21.2 Dispute Resolution Procedures**

The objectives of the Dispute Resolution Procedures are as follows:

- 21.2. .1 To resolve and manage conflict and grievances in (or about) the HPNW;
- 21.2. .2 To address instances of unacceptable conduct by members of the HPNW;
- 21.2. .3 The HPNW may elect to address unacceptable behaviour, depending on the seriousness of the behaviour, in terms of the Dispute Resolution Procedures;
- 21.2. .4 Disputes arising at a HPNW level that cannot be resolved at that level must be referred to the George Police Station CPF, who will refer the matter further as specified;
- 21.2. .5 No Member may refer any dispute to a Court of Law unless all internal remedies have been exhausted.

## **22 Code of Conduct: HPNW**

### **22.1 Members**

- 22.1. .1 This Code of Conduct (Code) and the Constitution shall be binding on the HPNW and the Members thereof.
- 22.1. .2 HPNW and its Members must at all time act in a non-violent manner. No Member may take the law into his/her own hands irrespective of circumstances.

- 22.1. .3 No Member of HPNW shall display racism, sexism or any other form of discrimination towards any member and any other person.
- 22.1. .4 The HPNW shall not allow any member to carry any weapon/s perceived to be dangerous that could inflict serious bodily harm and or damage to property. This shall include dangerous weapons as defined by law, when patrolling. Only weapons for the sole purpose of self defence as approved by the Provincial Commissioner SAPS – Western Cape may be used.
- 22.1. .5 The HPNW shall ensure that all HPNW Members with firearms declare such to the local SAPS or the office of the HPNW as appointed by the George Police Station Commander of the SAPS.
- 22.1. .6 Should a HPNW Member be found guilty of a criminal offence, the HPNW must respect the decision of the courts and immediately institute disciplinary measures as defined herein. The HPNW shall issue a public statement in regard to its action, if required.
- 22.1. .7 HPNW Members may not divulge any confidential or privileged information that they may have acquired as a result of their membership of the HPNW.
- 22.1. .8 The HPNW and its EC shall mandate a Member to address the media, and / or make public statements, and / or make public announcements, in matters pertaining to the HPNW, in consultation with the George Police Station CPF and George SAPS Station Commander, where possible.
- 22.1. .9 HPNW Members found to be making public statements and or addressing the media without the explicit authority duly mandating the member to act for and on behalf of the HPNW shall be found guilty of an offence, resulting in the immediate suspension of the member pending expulsion subject to the merits of the matter. The HPNW shall with immediate effect rectify the matter and make a public statement in this regard.
- 22.1. .10 No HPNW Member may accept any payment, commission or gratuity in connection with his/her membership of the HPNW, except after being duly authorized to do so by the HPNW EC.
- 22.1. .11 Notwithstanding the above, should any payment, commission, or gratuity be offered to the HPNW, the HPNW EC shall act in the best interest of the HPNW. In accepting the offer, HPNW EC shall with immediate effect and in writing advise the HPNW of its decision and or actions in this regard.
- 22.1. .12 No HPNW Member may exploit his/her membership of the HPNW to his/her own personal advantage or benefit.
- 22.1. .13 HPNW Members must at all times act in a manner that will uphold and promote the aims and objectives of the HPNW as highlighted by the HPNW's Constitution and Code of Conduct.
- 22.1. .14 Further to the above listed information, HPNW Members are dutifully bound and obliged to commit to the following and to exercise their rights as indicated:
  - 22.1. .14.1 To participate in all activities of the HPNW and be accountable to the Community;
  - 22.1. .14.2 To accept and exercise their co-responsibility for their own personal safety and that of safeguarding their assets;
  - 22.1. .14.3 To elect or be elected to any position in the HPNW;
  - 22.1. .14.4 To have access to the records, books and minutes of all meetings of the HPNW on reasonable grounds;
  - 22.1. .14.5 To encourage members of the community, Community-based Organizations and Structures to participate in the activities of the HPNW;
  - 22.1. .14.6 To support the Provincial and Local Community Safety Plan and National Policing Objectives and Priorities through local projects or otherwise;
  - 22.1. .14.7 To be transparent and accountable when dealing with money, assets and information of the HPNW;



- 22.1. .14.8 To regularly attend meetings, be punctual, comply with the general procedures for meetings and other forms of communication, and to make inputs that can be value-adding to the HPNW cause;
  - 22.1. .14.9 All members must conduct themselves in an ethical and proper manner;
  - 22.1. .14.10 All members must exhibit mutual understanding on a cross-cultural level and act maturely, diplomatically and in a civilized way;
  - 22.1. .14.11 Members must refrain from promoting party politics when dealing with the HPNW matters;
  - 22.1. .14.12 Members of the HPNW must address members of the SAPS. Metro Police Service and Law Enforcement Agencies according to their ranks;
  - 22.1. .14.13 Members must refrain from using abusive, racist and/or sexist remarks;
  - 22.1. .14.14 No Member shall misuse the resources of the HPNW;
  - 22.1. .14.15 No Member shall participate in the activities of the HPNW if found to be under the influence of any illegal substance, drugs or alcohol;
  - 22.1. .14.16 All Members of the HPNW must declare any conflict of interest and must recuse him / herself from any decision or vote in which there is a conflict of interest, financial or otherwise;
  - 22.1. .14.17 No Member shall engage in any conduct which may bring the HPNW into disrepute; and
- 22.2 HPNW Structure:
- 22.2. .1 The HPNW shall be a non-profit making organisation.
  - 22.2. .2 The HPNW must be non-politically aligned and or should not participate or engage or support or secure the premises where any political activity is being conducted. However, should the HPNW be requested to promote a safe environment its acceptance must be performed within the framework of the law and as contained herein. A public and official statement must be made at the meeting and or gathering in regard to the statutes of the neighbourhood watch concern.
  - 22.2. .3 The HPNW and its members must operate in partnership with the SAPS, and within the framework of the law.
  - 22.2. .4 Should the HPNW choose to do patrols, only minimum force, as described in the Criminal Procedure Act No. 51 of 1977 may be used to secure the arrest of the perpetrator of an offence and no intimidation in whatever form may be used in the communities where such patrols will be taking place.
  - 22.2. .5 If any such patrols are to take place, the local SAPS must be informed and the SAPS officer or reservists, wherever possible, must support such HPNW patrols.
  - 22.2. .6 The HPNW must by means of registration ensure that no person under the age of 18 years participate in HPNW patrol/s.
  - 22.2. .7 The HPNW shall appropriately penalize a member of the HPNW if such Member is found guilty of misconduct or has brought the good name of the association into disrepute, depending on the merits of the case.
  - 22.2. .8 Where there is a conflict between the HPNW's Code of Conduct and the Constitution and the Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures, the latter shall be decisive.
  - 22.2. .9 The HPNW shall be required to sign a pledge endorsing the Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures.
  - 22.2. .10 The HPNW and its Members are not a substitute for the SAPS.

22.3 Disciplinary Measures:

22.3. .1 All disciplinary measures shall entail one or more of the following:

22.3. .1.1 Reprimand

22.3. .1.2 Suspension

22.3. .1.3 Expulsion subject to investigation

22.3. .2 In the event of any complaint against a Member of HPNW lodged with either the HPNW EC, the George Police Station CPF or the George SAPS Station Commander, HPNW EC may propose to reprimand, suspend or expel the member, subject to an investigation and deal with the matter at its earliest convenience. The plaintiff must be advised regarding its action. Furthermore, HPNW EC shall with immediate effect advise the HPNW with regards to its decision and the action taken.

22.4 Criteria for Registration with the George Police Station CPF:

22.4. .1 The HPNW must make an application to register with the George Police Station CPF to secure official recognition as a Role Player for promoting Community Safety.

22.4. .2 The application for registration must be made in writing and the HPNW EC of the HPNW that seeks registration must appear physically before the George Police Station CPF in the area and present its case for requesting both registration and recognition.

22.4. .3 The HPNW (being the entity seeking registration) must provide the George Police Station CPF with the following:

22.4. .3.1 The HPNW Constitution and the Code of Conduct.

22.4. .3.2 The area and boundaries where the HPNW operates.

22.4. .3.3 The names and addresses of the members of the HPNW and of the EC.

22.4. .3.4 The names and addresses of all HPNW EC Members.

22.4. .4 Subject to the consideration of the application for registration of the HPNW, the George Police Station CPF shall ensure that the application for registration received from the HPNW is not in conflict with that of the Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures as contained herein.

22.4. .5 Where a conflict may exist the Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures will be decisive and the George Police Station CPF shall assist the HPNW to rectify the matter.

22.5 Guidelines for Working Together:

22.5. .1 The SAPS shall, wherever possible, provide of its members, reservists, or assist to arrange members from other law enforcement agencies to supervise HPNW when the latter undertakes patrols.

22.5. .2 The W/Cape DOCS shall decide on approval of all project-funding applications for HPNW.

22.5. .3 The HPNW shall assist SAPS in the identification of potential police reservists.

22.5. .4 The HPNW, its Members, and SAPS must share information on matters pertaining to crime prevention and the apprehension of criminals.

22.5. .5 The SAPS and the George Police Station CPF must assist each other in the publicity campaigns for the local HPNW.

22.6 Common Practices and Procedures:

22.6. .1 Liability:

22.6. .1.1 The HPNW cannot be held responsible for the action of a Member; however, should a Member be in need of assistance, this Member may request the HPNW to assist him/her by obtaining access to some form of legal assistance and or legal aid, where possible.

22.6. .1.2 HPNW may negotiate insurance cover for its members. The HPNW will have the responsibility to raise the necessary funds and pay for the insurance cover.

22.6. .2 Public Participation:

22.6. .2.1 HPNW must have regular public meetings to keep the local community informed of all its activities.

22.6. .3 Minimum Force:

22.6. .3.1 When HPNW members execute a “Citizen’s Arrest, the use of “minimum force” shall prevail in terms of the Criminal Procedure Act No 51 of 1977 (section 49 (1) thereof, namely:  
“A person so authorized may, in order to affect the arrest, use such force as may in the circumstances be reasonably necessary to overcome the resistance or to prevent the person concerned from fleeing.”

22.6. .4 Relationship with the George Police Station CPF:

22.6. .4.1 The HPNW shall support all activities of the George Police Station CPF, where possible.

22.6. .5 The role of SAPS:

22.6. .5.1 The Officer responsible for social crime prevention shall accept the responsibility to encourage Heather Park to organize themselves in a Neighbourhood Watch Structure and / or organization.

22.6. .5.2 The SAPS shall provide all possible assistance to the HPNW to ensure its smooth running within the legal and budgetary constraints on SAPS.

22.7 Misconduct

22.7. .1 A member of the HPNW Forum commits misconduct if he or she, amongst others:

22.7. .1.1 Contravenes the provisions of this Constitution and/or its Code of Conduct;

22.7. .1.2 Disrupts the activities of the HPNW;

22.7. .1.3 Creates division within the ranks of the HPNW;

22.7. .1.4 Impedes the proper functioning of the HPNW;

22.7. .1.5 Acts for other organizations/groups/individual’s hostile to the HPNW’s Code of Conduct and this Constitution;

22.7. .1.6 Acts for any group and/or person who seeks to disrupt the activities of the HPNW or prevents it from fulfilling its set aims and objectives;

22.7. .1.7 Acts in a way that exposes the members of the HPNW and/or members of the public to serious danger and/or physical harm, and/or death;

- 22.7. .1.8 Behaves dishonestly in relation to the property of the HPNW;
  - 22.7. .1.9 Passes on information that might be harmful to the functions and activities of the HPNW;
  - 22.7. .1.10 By using his/her position and membership of the HPNW to obtain material / other advantages;
  - 22.7. .1.11 Assaults another Member or behaves in an unruly manner during meetings;
  - 22.7. .1.12 Commits any Common Law or Statutory Offence;
  - 22.7. .1.13 Communicates with the media with regard to the activities of the HPNW without a proper mandate;
  - 22.7. .1.14 Commits an act of sexual harassment;
  - 22.7. .1.15 On acceptance of the Membership of the HPNW, fails to declare his or her previous involvement in crime;
  - 22.7. .1.16 By, after being elected to office as a Member of the HPNW EC, fails to avail them-self, or the necessary information for screening;
  - 22.7. .1.17 By accepting membership of any other the Community Safety and Victim Support Structures, on behalf of / representing HPNW, without informing the HPNW EC;
  - 22.7. .1.18 By using the name and logo of the HPNW for purposes not related to the functions, aims and objectives of the HPNW;
  - 22.7. .1.19 Engage in the activities of the HPNW or allow him or herself to be employed for the activities of the HPNW while
    - 22.7. .1.19.1 Being suspended pending a Disciplinary Investigation, or;
    - 22.7. .1.19.2 Being suspended from the HPNW after having been found guilty of misconduct;
  - 22.7. .1.20 By using his/her Membership of the HPNW to do business with the HPNW or use the name of the HPNW to promote his/her own business interest and / or that of relatives and / or friends; and
  - 22.7. .1.21 By committing any other act calculated to undermine the effectiveness of the HPNW and / or its projects.
- 22.8 Suspension:
- 22.8. .1 Guiding Principles:
    - 22.8. .1.1 The following Guiding Principles shall apply:
      - 22.8. .1.1.1 A member alleged to have contravened the determinations of this Constitution, the Code of Conduct or has committed Misconduct, must be dealt with in accordance with the Disciplinary Procedure and may be suspended, pending or during a Misconduct Investigation, a Disciplinary Hearing and / or a Criminal Investigation;
      - 22.8. .1.1.2 A fair process should be followed when considering the suspension of a Member of the HPNW;
      - 22.8. .1.1.3 A Member must be informed in writing and / or digitally, of the intention to suspend him / her and must be heard before a decision to suspend him / her is considered;
      - 22.8. .1.1.4 When considering suspensions, the HPNW EC should be assisted by a Legal Official, for example SAPS;
    - 22.8. .1.2 A Member must, in writing or digitally, be informed of the suspension and reasons for suspension;

- 22.8. .1.3 If a Member is suspended, the suspension will result in the automatic suspension of his or her Membership, duties and position on the HPNW;
- 22.8. .1.4 The decision to suspend may be taken if;
  - 22.8. .1.4.1 There are reasonable grounds to suspect that the Member contravened the determinations of the Constitution or Code of Conduct and has committed Misconduct, and;
  - 22.8. .1.4.2 Circumstances are such that the Member should not be allowed to exercise his/her duties as a Member or EC Member of the HPNW;
- 22.8. .1.5 The position of the suspended person in the HPNW remains vacant until the finalization of the matter against him or her or the lifting of the suspension for whatever reason by an authorized person;
- 22.8. .1.6 A suspension ceases after the finalization of the matter where the person is not expelled from the HPNW;
- 22.8. .1.7 A suspension may be lifted by the George Police Station CPF, depending on what level the initial decision to suspend was taken.
- 22.8. .2 Suspensions:
  - 22.8. .2.1 Suspension of Members of the HPNW, other than the Chairperson himself/herself, must be considered by the Chairperson of the HPNW in conjunction with the George Police Station CPF and SAPS Police Station Commander; and
  - 22.8. .2.2 Suspension of the Chairperson of the HPNW must be considered by the Chairperson of the George Police Station CPF, in conjunction with the George SAPS Station Commander.
- 22.9 Disciplinary Procedures:
  - 22.9. .1 Guiding Principles:
    - 22.9. .1.1 The following Guiding Principles shall apply:
      - 22.9. .1.1.1 The purpose of the procedures is to address instances of misconduct;
      - 22.9. .1.1.2 Disciplinary steps must be taken promptly and a fair process must be followed to finalize the matter;
      - 22.9. .1.1.3 The Hearing should commence within 14 days after the appointment of the Presiding Official;
      - 22.9. .1.1.4 The person against whom the allegations were made must be given an opportunity to reply to the allegations in writing or digitally, and a fair Hearing Process must be followed;
      - 22.9. .1.1.5 The affected Member may be represented by a fellow civilian Member of the HPNW;
      - 22.9. .1.1.6 Only members of the George Police Station CPF may be appointed as Presiding Official of Disciplinary Hearings;
      - 22.9. .1.1.7 If an investigation is required, only Statutory Members may be appointed to investigate allegations against Members of the HPNW and they must, after the investigation, make recommendations to the relevant Chairperson of the HPNW or George Police Station CPF;
      - 22.9. .1.1.8 If, after the investigation of the allegation, it is decided to charge the person, a Presiding Official should be appointed for the case by the George Police Station CPF EC. The George Police Station CPF EC must request the George Station Commissioner to appoint a Disciplinary Official for the case;
      - 22.9. .1.1.9 Only Statutory Members may be appointed as Disciplinary Officials for the Hearings;

- 22.9. .1.1.10 A Disciplinary Hearing may proceed in the absence of the Member, in the event that the Presiding Official of the Hearing is satisfied that the accused person was properly informed in writing or digitally that he / she should be present at the Hearing and that no valid reason for his or her absence was tendered;
- 22.9. .1.1.11 At the conclusion of the Disciplinary Hearing, the Presiding Official must submit his or her findings and recommendations to the Chairperson of the George Police Station CPF. The Chairperson of the George Police Station CPF, after receiving the findings and recommendations, may act as follows:
- 22.9. .1.1.11.1. Reprimand the Member; or
  - 22.9. .1.1.11.2. Suspend a Member for a period not exceeding 6 months; or
  - 22.9. .1.1.11.3. Expel the Member from the HPNW.
- 22.9. .1.1.12 The Chairperson of the George Police Station CPF Forum may confirm or vary the sanction but may not impose a more severe sanction than what was recommended by the Presiding Official.
- 22.9. .1.1.13 A Member expelled from the HPNW may not be a Member of any Community Safety Structure in the Province for a period of two (2) years after his or her expulsion;
- 22.9. .1.1.14 A Member found guilty and expelled from the HPNW may, in writing, lodge an appeal against the decision of the Chairperson of the George Police Station CPF within 10 days after receiving the decision of the Chairperson of the George Police Station CPF (in writing or digitally) to the EC of the *next higher* Forum or Board;
- 22.9. .1.1.15 The EC of the said *next higher* Forum or Board must, within 14 days after receiving the appeal, act as follows:
- 22.9. .1.1.15.1. Confirm the finding and sanction of the previous Chairperson; or
  - 22.9. .1.1.15.2. Vary the sanction of the previous Chairperson; or
  - 22.9. .1.1.15.3. Set aside the finding and sanction.
- 22.9. .2 Disciplinary Procedures:
- 22.9. .2.1 After the allegation against a Member of the HPNW was received, the Member should be informed of the allegations against him/her in writing or digitally by the Chairperson of the HPNW and (in consultation with the George Station Police CPF) a Statutory Member should be appointed to investigate the matter and make recommendations; and
- 22.9. .2.2 After an allegation *against the Chairperson* of the HPNW was received, this Chairperson should be informed of the allegations against him/her in writing by the Chairperson of the George Police Station CPF and a Statutory Member should be appointed to investigate the matter and make recommendations.

## 23 Code for donations and sponsorships to HPNW:

### 23.1 Purpose

- 23.1. .1 To prevent a situation where HPNW may unknowingly receive donations and sponsorships from persons and entities of which the association may negatively affect the image of the HPNW, the SAPS or the Provincial DOCS.

### 23.2 Guiding Principles:

- 23.2. .1 The following Guiding Principles shall apply:

- 23.2. .1.1 No HPNW Member shall approach any person or business for a donation or sponsorship without the necessary authority from the HPNW EC;

- 23.2. .1.2 When a Member of the HPNW is approached by a donor or sponsor, the Member shall not accept the sponsorship or donation before obtaining the necessary authority from the HPNW EC;
- 23.2. .1.3 No Member of the HPNW shall individually accept a donation or sponsorship;
- 23.2. .1.4 Authority to approach a business or a person for a donation or sponsorship and the authority to accept a donation or sponsorship must be directed to the EC of the HPNW in writing or digitally;
- 23.2. .1.5 Donations and sponsorships on which *conditions* are attached must be referred to the responsible person in the Office of the Provincial Commissioner via the George Police Station CPF for a comment and a recommendation before the donation or sponsorship is accepted;
- 23.2. .1.6 The donation or sponsorship must be used for the purpose for which it was requested, received and approved;
- 23.2. .1.7 After the donations or sponsorships have been received, it must be recorded in the HPNW Gift Register (in detail). Once used for the purpose for which it was received, requested and approved, the remaining part of the financial and/or material items (if any) must be declared;
- 23.2. .1.8 All monies raised by or on behalf of HPNW shall be applied to further the purposes of HPNW and not otherwise, PROVIDED THAT nothing herein contained shall prevent the payment in good faith of reasonable and proper repayment of reasonable out-of-pocket expenses supported by an “expenditure deposition” to the HPNW EC.

### 23.3 Donations and Sponsorships to HPNW: Process:

- 23.3. .1 The following procedural aspects shall be adhered to:
  - 23.3. .1.1 When HPNW needs donations or sponsorships for a certain project, EC must approve the fundraising initiative;
  - 23.3. .1.2 After the permission is obtained, the HPNW must only approach the approved donors or sponsors;
  - 23.3. .1.3 The donors or sponsors to be approached must clearly indicate as to what they intend to donate or sponsor to the HPNW;
  - 23.3. .1.4 The HPNW intending to accept the donation or sponsorship, must in their application indicate as to what they intend using the donation or sponsor for; and
  - 23.3. .1.5 After receiving the approved donations or sponsorships from the approved donors or sponsors, the HPNW EC must ideally, within 1 (one) day enter relevant details of the donation/sponsorship in the HPNW Gift Register.

## 24 Amending the Constitution: HPNW

- 24.1 Proposed amendments to this Constitution and Code of Conduct shall be submitted in writing to the EC for their scrutiny and endorsement. This submission must include details of another EC Member seconding the motion to amend, and clearly state the following detail:
  - 24.1. .1 What article/s is/are proposed to be amended;
  - 24.1. .2 Why the amendment is deemed a viable alternative to the already captured article/s it intends to replace;
  - 24.1. .3 Why is the current article-entry deemed to be incorrect/unsuited/invalid etc.; and
  - 24.1. .4 An alternatively-worded proposal to the article/s challenged by the amendment.
- 24.2 The proposed amendment/s must be formally discussed at an AGM or SGM of the HPNW Structure during which the amendment/s must be approved by not less than two thirds (66%) majority vote prior to

its submission to the George Police Station CPF. A quorum for this AGM/SGM shall be 50% of Registered/Approved Members and voting shall be managed by the HPNW Structure itself.

- 24.3 Once the HPNW considered the proposals and ascertained that an amendment should be brought on the Constitution/Code of Conduct, the formal request for this amendment should be formally addressed to the George Police Station CPF/George SAPS Station Commander for final endorsement.
- 24.4 The George Police Station CPF/SAPS Station Commander may in conjunction with the George Police Station CPF Chairperson establish a Committee consisting of representatives of the SAPS, HPNW and George Police Station CPF and other specialist co-opted members to consider the proposals – especially if the proposals have the potential to be contentious.
- 24.5 The Committee as per reference 24.4 may, after considering the request and proposals, via presentations, research and consultation with the HPNW Structure recommend the following:
  - 24.5. .1 The request or proposal be addressed with a Departmental Instruction or Directive;
  - 24.5. .2 That the Constitution may be amended; or
  - 24.5. .3 That the Constitution is not to be amended
- 24.6 If it is recommended that this Constitution be amended, the George SAPS Station Commander in conjunction with the George CPF Chairperson must instruct the HPNW EC to make the necessary amendments to the Constitution and present the amended Constitution for adoption by the George CPF; the latter adoption automatically endorses the use thereof by the HPNW.
- 24.7 Notice of any such alteration shall have been received by the EC in writing not less than 30 (thirty) days before the said meeting at which the alteration is to be proposed. At least 21 (twenty-one) days’ notice in writing of such a meeting, setting out the terms of the alteration, shall be communicated to all HPNW Members via communication media in use with the HPNW at the time, and also in the local press.
- 24.8 No alteration shall be made to this Constitution and Code of Conduct until the approval in writing of the George Police Station CPF (or other authority having jurisdiction) shall have been obtained and no alteration shall be made which would have the effect of causing HPNW to cease to apply the principles contained in the Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Structures May 2003.

**25 Interpretation: This Constitution and Code of Conduct**

- 25.1 This Constitution and Code of Conduct should be read with and interpreted by taking the necessary perspective from the listed References and Enclosures, and the HPNW House Rules.
- 25.2 Where a problem is encountered with the interpretation of a more or less similar paragraph of this Constitution and other related documentation, this Constitution shall have precedence.

**26 Adoption: HPNW Constitution and Code of Conduct: By HPNW EC**

This Constitution and Code of Conduct is hereby accepted by all of the HPNW EC, for further processing and implementation by the HPNW EC.

Signed: HPNW EC:

Position	Name	Signature	Date
Chairperson:			
Deputy Chairperson:			
Secretary:			
Assistant Secretary:			
Treasurer:			
Operations Co-Ordinator:			



Liaison Officer:			
Sector 4 SAPS Manager			

**27 Adoption: HPNW Constitution and Code of Conduct: By George Police Station CPF EC**

This Constitution and Code of Conduct is hereby adopted by all of the George Police Station CPF EC, for implementation by the HPNW Structure, Sector 4 (George, Western Cape).

Signed: George Police Station CPF EC:

Position	Name	Signature	Date
Chairperson:			
Deputy Chairperson:			
Secretary:			

**28 Adoption/Approval: HPNW Constitution and Code of Conduct: By George SAPS Station Commander**

This Constitution and Code of Conduct is hereby adopted/approved by the George SAPS Station Commander for implementation by the HPNW Structure, Sector 4 (George, Western Cape).

Signed: George SAPS Station Commander:

Rank	Full Name	Signature	Date

(To be added hence forth, as documents listed hereunder are incrementally developed and approved):

Enclosure:

- 1 HPNW Membership Application Form
- 2 HPNW Membership Indemnity Form
- 3 HPNW House Rules
- 4 HPNW Standard Work Procedures and Protocols