

CONSTITUTION FOR THE SECTOR FORUM

ANNEXURE D

1. NAME

The name of the SECTOR FORUM shall be "Community Police Forum" (hereinafter referred to as the "Forum") - established subject to the provisions of Section 18 - 23 of South African Police Service Act, Act 68 of 1995. (Edited 11 September 2016)

2. BODY CORPORATE

The Forum shall :

- a) Exist in its own right, separately from its members ;
- b) Continue to exist even when its membership and office bearers change ;
- c) Be able to own property and other possessions ;
- d) Be able to sue and be sued in its own name.

3. OBJECTIVE

The SPF's objectives are to :

- 3.1 Establish and maintain a partnership between the community and the police ;
- 3.2 Promote communication between the community and the police ;
- 3.3 Promote co-operation between the community and the police in fulfilling the needs of the community regarding policing ;
- 3.4 Improve the rendering of police services to the community at local level ;
- 3.5 Improve transparency in the service and accountability of the police to the community ;
- 3.6 Promote joint problem identification and problem-solving by the police and the community in relation to crime, service delivery, disorder and poor community police relations ;
- 3.7 Monitor the effectiveness and efficiency of the police ;
- 3.8 Evaluate the provision of visible policing in the Station Sector Area.

4. RESPONSIBILITIES :

- 4.1 Advise the SAPS regarding local policing priorities. Jointly identify policing priorities for presentation to the MEC for Community Safety ;
- 4.2 Facilitate in resolving concerns, problems and complaints from community members regarding policing ;
- 4.3 Harmonize the relationship between the police and the community ;
- 4.4 Request the station commander to provide crime information analysis on policing on a quarterly basis and as when it is required ;
- 4.5 Obtain regular feedback from the community about the quality of police service delivery ;
- 4.6 Initiate community based crime prevention projects ;
- 4.7 Inform the community about the activities of the SPF and engage them accordingly ;
- 4.8 Ensure effective management of the SPF's resources ;
- 4.9 Requesting enquiries into policing matters in the locality concerned ;
- 4.10 Ensure the implementation of sector policing ;
- 4.11 The monitoring of the effectiveness and efficiency of the Service ;
- 4.12 The evaluation of the provision of visible policing priorities, including :
 - (i) The provision and staffing of the police station
 - (ii) The reception and processing of complaints and charges
 - (iii) The prosecution of offenders

5. COMMUNITY PARTICIPATION :

All persons who live or work in the Station Sector Area may participate in the activities and attend meetings of the SPF as prescribed in the SPF Constitution

6. MEMBERSHIP :

- 6.1 Membership of the Forum shall be open to all **bona fide** SPF Sub-Forums, SPF Sub-Sub Forums, SPF Street Committees, SPF Neighbourhood Watches and Patrol groups, Faith-based Organizations, None Governmental Organizations, formal and informal Business Organizations and other social Organizations which serve the community and interested individuals with a good standing.

- 6.2 Organizations mentioned in 6.1 and individuals shall register for membership of the forum in writing to the Station Commander. All elected SPF Sub Forums, Street Committees, SPF Neighbourhood Watches and SPF Patrol groups shall automatically be registered and submitted to the Station Commander within seven days after their establishment.
- 6.3 The SPF may cancel membership, disestablish, disband any SPF Sub-Forum and any of its structures upon realizing that such a structure is functioning contrary to the directives.
- 6.4 The CPF may cancel membership, disestablish, disband any SPF, SPF Sub-Forum and any of its structures upon realizing that such a structure is functioning contrary to the directives. The CPF may overturn or reverse the decision of the SPF.
- 6.5 The Cluster may cancel membership, disestablish, disband any CPF, SPF, SPF Sub-Forum and any of its structure upon realizing that such a structure is functioning contrary to the directives. The Cluster Board may overturn or reverse the decision of the CPF and/or SPF.
- 6.6 The Department of Community Safety in consultation with the Provincial Board reserves the right to deregister or register any member referred to in this section, (5.2) and disestablish, disband any Area Board, CPF or SPF Structure. The Department may overturn or reverse the decision of the Area Board, CPF or SPF after consultation with the Provincial Board and or Cluster.
- 6.7 Members must endeavour to attend all forums as directed by the SPF or as prescribed in the SPF Constitution meeting.
- 6.8 The SPF may as far as practically possible be representative of the sub-forums
- 6.9 Elected office bearers should be residents in the affected policing area. The CPF may condone participation of some individuals who might not be residents of the affected local Police Station Sector Area but have business within the area of the affected police station.
- 6.10 No membership fee shall be payable.

7. MANAGEMENT :

- 7.1 The SPF shall be managed by an Executive Committee which shall be elected and in the case of **ex officia** members, co-opted, at the every third Annual General Meeting.
- 7.2 Elected members of the Executive Committee shall serve for 3 (three) years. They may be re-elected or co-opted.
- 7.3 The Executive Committee shall comprise of
 - a) Chairperson
 - b) Deputy Chairperson
 - c) Secretary
 - d) Deputy Secretary
 - e) Treasurer
 - f) Administrator - who may be a member of SAPS at the Station
 - g) 6 (six) additional members - each one of the six members will be allocated one of the following portfolios :
 - Youth Desk Co-ordinator
 - Public Relations Officer
 - Victim Empowerment Affairs
 - Project Co-ordinator
 - Criminal Justice System Co-ordinator and
 - School Safety Co-ordinator.
 - h) The Station Commander, Head of Crime Prevention, Head of Detectives, Head of Communications, Head of Crime Intelligence, Head of Client Service Centre - shall be **ex officio** members
- 7.4 The Executive Committee has the right to establish an ad-hoc committee to perform specific duties for a period to be determined by the Executives. If an office bearer of the Executives is absent without a valid apology for three consecutive meetings, the seat will automatically become vacant and filled by following the usual election procedure.
- 7.5 The Executive Committee has the right to co-opt persons to :
 - a) serve on a committee for such a period as the committee may determine ;
 - b) attend a particular meeting of a committee, or ;
 - c) take part in the consideration by a committee of a particular issue
- 7.6 A person co-opted in terms of the above clause shall serve on the committee in question or attend meetings in an advisory capacity and shall not be entitled to vote.
- 7.7 The Executive Committee shall ensure that proper minutes and records of all meetings are kept.
- 7.8 The Executive Committee shall be responsible for the day to day running of the Forum.

8. ELECTION OF A SPF EXECUTIVE COMMITTEE :

- 8.1 The Executives of a SPF shall be elected at its third annual general meeting.

- 8.2 Nominations of candidates who stand for elections shall be requested in the election meeting and only all elected members of the SPF Sub-Forums shall qualify to stand for nominations and to be elected into the SPF Executives.
- 8.3 Members attending the election meeting may also nominate from the floor by a show of hands on the day of the elections.
- 8.4 The elections shall be held on or before 30 April of every 3rd(third) year.
- 8.5 Nominees shall be members of the SPF Sub-Forums and persons with good standing in the community.
- 8.6 The Station Commander shall be the Election Officer
- 8.7 The relevant CPF Board shall monitor the election process.

9. **VOTING RIGHTS :**

- 9.1 Each SPF member shall have one vote at all meetings.
- 9.2 In the event of a deadlock, the Chairperson will have a casting vote.

10. **VOTING PROCEDURE :**

- 10.1 Voting in the general SPF meetings shall be by a show of hands.
- 10.2 Voting during the election of the Executive Committee of the SPF and Boards shall be through secret ballot. There shall be 3 (three) nominees for each top five executive members. Each nominee must at least be seconded by one hand in order to qualify as a candidate. Votes shall be counted and results be announced during the AGM. There shall be ten nominees for six additional executive positions and each nominee must be seconded by one hand in order to qualify as a candidate. Each of the six additional members shall after being nominated, be seconded by a show of at least ten hands in order to qualify as a member of the SPF executives. The Station, Area and Province shall keep election process record and send the election results to the MEC.
- 10.3 Voting in the Executive Committee shall be by show of hands.
- 10.4 Voting during the election of the SPF and Sub-Forums shall be by a show of hands.

11. **MEETINGS :**

11.1 **ANNUAL GENERAL MEETING (AGM)**

- 11.1.1 An Annual General Meeting shall be called on or before 31 April of every year to - amongst other business :
 - a) Discuss the annual report presented by the Executive Committee
 - b) Discuss and draft resolutions on matters pertaining to the objectives of the community
 - c) Every 3rd (third) year, elect an Executive Committee
- 11.1.2 The community shall be notified of the date, time, venue and agenda of an AGM by public notice at the Police Station and/or Community Centre (and by other means where available) at least one month prior to the meeting
- 11.1.3 The election meeting shall be attended by elected Executives of each SPF Sub-Forum, current SPF Executives who shall all qualify to stand for elections.
- 11.1.4 Each Sub-Forum will by the end of each month submit a report consisting of the chairman's report, minutes of meetings and a financial report (including bank statements if applicable) respective for that particular month.

11.2 **SPECIAL SPF BROADER FORUM MEETINGS**

- 11.2.1 The Executive Committee may instruct the secretary to convene a special SPF Broader Forum meeting to discuss and rule on special matters.
- 11.2.2 The Secretary shall on written request from at least two thirds of the membership, call a special Broader Forum meeting to discuss and rule on issues stated clearly in writing by the members concerned. Notice of such a meeting shall be given to members at least 14 (fourteen) days in advance.

11.3 **SPF BROADER FORUM AND PUBLIC MEETINGS**

- 11.3.1 The Executive Committee shall convene SPF Broader Forum meetings at least on a monthly basis.
- 11.3.2 The Executive Committee shall apart from its ordinary Broader Forum meetings convene SPF mass meetings on a half yearly basis open to the general public. These meetings may as well be organized as when it is required by the Executives but not less than twice a year.

11.4 **EXECUTIVE COMMITTEE MEETINGS**

- 11.4.1 The Executive Committee of the Station SPF Sub-Forums shall convene monthly meetings. In addition, they may convene meetings as and when they deem it necessary.

12. **QUORUM :**

12.1 **ANNUAL SPF GENERAL MEETINGS AND CPF**

- 12.1.1 At least 50% plus (1) of all Sub-Forums of the SPF shall be present at an annual general meeting of CPF meetings to constitute a quorum.
- 12.1.2 If a quorum is not attained at the convening of a scheduled annual general meeting of CPF, the meeting shall be adjourned for at least thirty minutes, where after if the quorum is still not attained, the meeting shall be re-scheduled to a date not exceeding 14 (fourteen) days later.
- 12.1.3 The notice of the re-scheduled meeting shall be issued by the Secretary of the Executive Committee within 5 (five) days from the date of the adjourned meeting.
- 12.1.4 At the re-scheduled meeting, if no quorum is present, the meeting shall continue provided a record of the Notice is presented by the Secretary and confirmed by the members present.

12.2 **EXECUTIVE COMMITTEE MEETINGS**

- 12.2.1 At least 50% plus (1) of the Executive Committee members present at an Executive Committee meeting of the SPF and Sub-Forum shall constitute a quorum.
- 12.2.2 If a quorum is not attained at the convening of a scheduled Executive Committee meeting, the meeting shall adjourn for at least thirty minutes, where after if the quorum is still not attained the meeting shall be re-scheduled to a date not exceeding 14 (fourteen) days later.
- 12.2.3 The Notice of the re-scheduled meeting shall be issued by the Secretary of the Executive Committee within 5 (five) days from the date of the adjourned meeting.
- 12.2.4 At the re-scheduled meeting, if no quorum is present the meeting shall continue provided a record of the notice is presented by the Secretary and confirmed by the members present.

13. **FINANCIAL ADMINISTRATION :**

- 13.1 The SPF shall open and maintain a bank account in its name at a registered bank in which all funds received by the SPF shall be deposited.
- 13.2 No person may keep funds received by the SPF in his or her personal control
- 13.3 Prior approval must be obtained from the Executive Committee for all expenditure
- 13.4 Receipts must be obtained from the expenditure and timeously submitted to the Treasurer
- 13.5 The Station Commander shall at all times be a signatory to any financial transaction
- 13.6 An acceptable set of financial records shall be maintained by the designated person and shall be available to any member on request
- 13.7 The Treasures shall table a financial report at each monthly Executive Committee meeting and at the SPF Broader Forum meetings
- 13.8 The year end financial statements of the SPF shall be independently audited and shall form part of the annual report
- 13.9 Each Sub-forum shall submit, at least ten days before the monthly meeting of the Forum, a financial report on behalf of the Sub-forum for that particular month.

14. **DUTIES OF THE EXECUTIVE COMMITTEE :**

- 14.1 To play a leading role in the promotion, development and implementation of community policing in the Station Sector Area.
- 14.2 To maintain efficient control over the SPF and its members
- 14.3 To appoint at its own discretion sub-committees, co-opt members to serve on these sub-committees, direct issues and allocate tasks to these sub-committees.
- 14.4 To ensure that the SPF and its substructures adheres to policy

15. **DUTIES OF THE OFFICE BEARERS :**

15.1 **DUTIES OF THE CHAIRPERSON**

- 15.1.1 Ensure execution of all decisions of the Executive Committee
- 15.1.2 Preside over meeting of the forum
- 15.1.3 Serve as a member of the CPF and attend the SCCF (Station Crime Combatting Forum).
- 15.1.4 Report regularly on the functioning of the SPF to the CPF and provide feedback from the CPF of the SPF.
- 15.1.5 Present reports on the work of the forum at all meetings
- 15.1.6 Supervise all work of the forum in conformity with this constitution, the relevant legislation and procedures agreed upon by the forum

- 15.1.7 Co-ordinate civilian oversight programmes
- 15.1.8 Be responsible for communication

15.2 DUTIES OF THE DEPUTY CHAIRPERSON

- 15.2.1 In the Chairperson's absence, the Deputy Chairperson shall assume all functions of the Chairperson
- 15.2.2 In the absence of both the Chairperson and the Deputy Chairperson the Executive Committee shall nominate one of their members to preside at such a meeting
- 15.2.3 The Deputy Chairperson shall be responsible for the co-ordination of the training and capacity building of building matters for SPF members
- 15.2.4 Co-ordinate civilian oversight programmes

15.3 DUTIES OF THE SECRETARY

- 15.3.1 Take minutes in accordance with the provisions of this constitution
- 15.3.2 Receive and dispatch correspondence to and from the SPF
- 15.3.3 Arrange all meetings
- 15.3.4 Ensure the safekeeping of all official documents of the SPF other than financial records, unless the post of Secretary is combined with that of Administrator
- 15.3.5 Perform all other duties usually associated with the office of Secretary
- 15.3.6 Further the interest of the SPF as instructed by the Executive Committee

15.4 DUTIES OF THE TREASURER

- 15.4.1 Be responsible for the finances of the SPF and ensure strict compliance with the relevant financial policies
- 15.4.2 Together with another designated member of the forum and the Station Commissioner, operate a banking account on behalf of the SPF
- 15.4.3 Keep books of account and other records necessary to clearly reflect the financial position of the SPF, which should include assets belonging to the SPF
- 15.4.4 Table a financial report at every SPF general meeting and an annual financial report and budget at every annual general meeting

15.5 DUTIES OF THE ADMINISTRATOR

- 15.5.1 Assist the secretary in the execution of his/her duties
- 15.5.2 Receive and dispatch information and correspondence to and from the SPF
- 15.5.3 Arrange all meetings as required by the Secretary
- 15.5.4 Ensure the safekeeping of all official documents, financial records and assets of the SPF
- 15.5.5 Perform such administrative functions as may be determined by the Executive Committee

15.6 DUTIES OF THE ADDITIONAL MEMBERS

The additional members shall perform such functions as directed by their portfolios, policy and as the Executive Committee may decide

CODE OF CONDUCT

1. All members of the Forum, including all registered organizations, must conduct themselves in an ethical and proper manner
2. All members must exhibit mutual understanding on a cross-cultural level and act maturely, diplomatically and in a civilized way
3. Members must refrain from promoting party politics, any business concerns or religious views when dealing with Forum matters
4. Members of the Forum must address members of South African Police Service, Metro Police Service and Law Enforcement Agencies by their ranks
5. Members must refrain from using abusive, racist or sexist remarks
6. No member shall misuse the resources of the Forum
7. No member shall participate in the activities of the Forum if found to be under the influence of any illegal substance, drugs or alcohol
8. All members of the SPF must declare any conflict of interest and must excuse themselves from any decision or vote on a matter in which there is a conflict of interest, financially or otherwise
9. No member shall engage in any conduct which may bring the Forum into disrepute
10. The Chairperson and all the other members of the executive committee of the Forum must report on their activities related to the Forum since the date of the last meeting
11. No member of the Forum should allow himself to be recruited or be registered as an informer for the Service or any other party
12. Sector Forum and Neighbourhood Watches may adopt their own Codes of Conduct, but these should not be in conflict with the determinations of this Constitution