

CONSTITUTION OF THE HOGSBACK COMMUNITY POLICE FORUM

SEPTEMBER 2018

1 NAME

- 1.1 The name of the Community Police forum shall be the Hogsback Community Police Forum. Hereinafter referred to as "Forum".

2 CPF OFFICE

- 2.1 A CPF Office may be provided by the Station Commander at a venue designated by the Station Commander.

3 COMMUNITY PARTICIPATION IN THE CPF PRECINCT

- 3.1 All persons who live or work in the station area may participate in the activities and attend annual and general meetings of the Forum.

4 MEMBERSHIP

GUIDING PRINCIPLE

- 4.1 Membership of the Forum shall meet the principle of "the broad representivity" referred to in Section 19 (1) of the South African Police Service Act and shall include gender and community related of a particular station precinct.
- 4.2 Membership of the forum is open to, all bona fide community based organisations, Non-Governmental Organisations, organised formal and informal business organisations and other social organisations which serve the community.
- 4.3 Organisations shall register for membership of the forum in writing with the Secretary of the Forum.
- 4.4 The Local Municipality / Councillor shall be ex officio member of the Forum.
- 4.5 The Traditional Authority, where applicable, shall be an ex officio member of the Forum.
- 4.6 Members of organisations must endeavour to attend all Forum meetings so as to enhance community police relations.

5 MANAGEMENT

- 5.1 The Forum shall be managed by an Executive Committee.
- 5.2 The Executive Committee shall comprise of:
- 5.2.1 A Chairperson
- 5.2.2 A Deputy Chairperson
- 5.2.3 A Secretary

- 5.2.4 A Community Relations Officer
- 5.2.5 A Treasurer
- 5.2.6 Three additional members.
- 5.3 The Station Commander, Detective Commander, Visible Policing Commander, Support Services Commander and Community Policing Officer shall be ex officio members of the Forum Executive Committee.
- 5.4 An Administrator, who is a member of the SAPS who will be responsible for providing a secretarial service to the Executive Committee and has no voting rights.
- 5.5 A concerted effort shall be made to ensure that farming, Boldpoint, Plaatjieskraal and Eskholweni communities are represented on the Executive Committee.

6 FUNCTIONS OF MANAGEMENT

- 6.1 The Executive Committee shall set up sub-committees to achieve the objectives of community policing.
- 6.2 The Executive Committee may wherever it deems necessary co-opt other members to serve for such a period as the Executive Committee may determine.
- 6.3 The Executive Committee shall ensure that proper minutes and records are kept of all meetings.
- 6.4 The Executive Committee shall be responsible for the day-to-day running of the Forum.
 - 6.4.1 To play a leading role in the promotion, development and implementation of community policing at the station area.
 - 6.4.2 To maintain efficient control over the Forum and its membership.
 - 6.4.3 To approve the establishment of any community based structure that wants to contribute to the safety and security within the precinct in line with the principles of community policing.
 - 6.4.4 To ensure that all neighbourhood watches, community patrols street / village committees comply with the principles of community policing and account for its activities to the Executive Committee.
 - 6.4.5 To support and participate on any relevant safety structures within the municipality.
 - 6.4.5 To ensure execution of all decisions of the Executive Committee.
 - 6.4.6 To ensure effective communication (both internal and external) amongst the Executive Committee, the membership and the general public within the police precinct.
 - 6.4.7 To participate on the Cluster Community Police Board.
- 6.5 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.

7 ELIGIBILITY FOR ELECTION ON THE EXECUTIVE COMMITTEE

- 7.1 Nominees must be credible.
- 7.2 Nominees must reside within the police precinct.
- 7.3 Nominees must have no criminal records.

8 TERM OF OFFICE

- 8.1 The Executive Committee term shall be five years.
- 8.2 The Executive Committee members may be re-elected.
- 8.3 An Executive Committee member may not be eligible to be elected in the same position for more than two consecutive terms.
- 8.4 If the Forum is found to be dysfunctional during a term of office of the Executive Committee or if a vacancy on the Executive Committee is filled, the newly elected Executive Committee members will serve the remaining term of the current cycle.

9 TERMINATION OF EXECUTIVE COMMITTEE MEMBERSHIP

- 9.1 If a member of the Executive Committee is absent without a valid apology for three consecutive meetings, the position will automatically become vacant, and will be filled by the election procedure.
- 9.2 The Executive Committee member shall cease to hold office if he / she resigns from his / her position by notice in writing to the Chairperson of the Executive Committee.
- 9.3 If a member of the Executive is absent with or without a valid apology for four consecutive meetings, the position will automatically become vacant, and will be filled by the election procedure.

10 ELECTION OF THE EXECUTIVE COMMITTEE

- 10.1 The Executive Committee shall be elected at its 5th Annual General Meeting through a secret ballot.
- 10.2 Only civilian representatives will be eligible to be elected or nominated as an office bearer of the Executive Committee.
- 10.3 The Forum should endeavour to elect an Executive Committee which, where possible, reflects the demographics of the precinct as well as the gender and youth of the members.

11 DECISION MAKING / DECISIONS RELATING TO THE MANAGEMENT OF THE EXECUTIVE COMMITTEE

- 11.1 The Chairman will strive towards attaining decision making by way of consensus.
- 11.2 In the event that consensus cannot be reached, 50% plus one member, of the Executive Members present votes' will determine an outcome.

- 11.3 Each Executive Member present will be entitled to exercise one vote.
- 11.4 In the event of a deadlock the Chairperson will have a casting vote.
- 11.5 Voting in the Executive Committee meetings shall be show of hands or secret ballot a determined by the majority of members present.
- 11.6 Voting by proxy will not be allowed.

12 FILLING OF VACANCIES

- 12.1 If the Executive Committee has four or more vacancies of office bearers it will be deemed to be non-functional and must have an election for a new Forum Executive Committee in line with the election procedures.
- 12.2 The new Executive Committee must be elected within working 30 days from the time the Cluster Community Police Board Executive Committee was informed of the non-functionality of the Forum.
- 12.3 The Executive Committee may co-opt new members when three or less Office Bearers' vacancies exist. Co-opted members shall meet the requirements for members of the Executive Committee.
- 12.4 When co-opting members to serve on the Executive Committee to fill vacancies, the Secretary must write to credible organisations identified by the Executive Committee, who are members of the Forum within the police precinct, to nominate members in writing for consideration by the Executive Committee to serve on the Executive Committee. Alternatively, the Executive Committee may in consultation with the Station Commander identify suitable members of the community to serve on the Executive Committee.
- 12.5 The co-opting of the new Executive Committee members must be completed within 30 working days from the time of the vacancy.
- 12.6 The co-option process shall comply with 10.3 above.
- 12.7 On completion of the co-opting process the Executive Committee must within 7 working days inform the Cluster Community Board Executive Committee of this process and names of the new Executive Committee members.

13 MEETINGS

13.1 ANNUAL GENERAL MEETING

- 13.1.1 At least 50% plus one of all registered organisations of the Forum shall be present at an AGM to constitute a quorum.
- 13.1.2 An AGM shall be called before the 31st of July of every year to amongst other business discuss the annual report for the previous year as presented by the Chairperson of the Executive Committee, the Chairperson's report as well as the financial report.

13.1.3 The community shall be notified of the date, time, venue and agenda of an AGM by public notice at the police station and other community centres at least 14 days prior to the meeting.

13.2 SPECIAL GENERAL MEETINGS

13.2.1 At least 50% plus one of all registered organisations of the Forum shall be present at a Special General Meeting to constitute a quorum.

13.2.2 The Executive Committee will instruct the Secretary to convey a Special General Meeting to discuss and rule on special matters which the Executive Committee deems fit.

13.2.3 The community shall be notified of the date, time, venue and agenda of Special General Meetings by public notice at the police station and other community centres at least 14 days prior to the meeting.

13.2.4 The Secretary shall on written request from at least two thirds of the recognised member organisations of the Forum within the precinct call a Special General Meeting to discuss and resolve issues raised by aforementioned members.

13.3 GENERAL FORUM MEETINGS

13.3.1 The Executive Committee must convene quarterly General Forum meetings.

13.3.2 The General Forum meetings are open to all members of the public who reside or work within the police precinct.

13.3.3 The Executive Committee will report on the activities of the Forum and give an overview of crime within the precinct to the community.

13.3.4 The community shall be notified of the date, time, venue and agenda of General Forum meeting by public notice at the police station and other community centres at least 7 days prior to the meeting.

13.4 EXECUTIVE COMMITTEE MEETINGS

13.4.1 **The Executive Committee shall meet monthly.**

13.4.2 The Executive Committee may convene Special Executive Committee meetings as and when they deem necessary. Notice to members shall be 7 working days unless the issues at hand are of such an urgent nature when the Chairperson may give one day notice.

13.4.3 Notice of an Executive Committee meeting shall be given to the Executive Committee members at least 7 working days in advance.

14 QUORUM

14.1 ANNUAL GENERAL MEETINGS

- 14.1.1 At least 50% plus one of all registered organisations of the Forum shall be present to constitute a quorum.
- 14.1.2 If a quorum is not attained at the convening of a scheduled AGM, the meeting shall be adjourned for at least 20 minutes, where after if the quorum is still not attained, the meeting shall be rescheduled to a date not exceeding 10 days later.
- 14.1.3 The notice of the rescheduled meeting shall be issued by the Secretary of the Executive Committee within 3 days from the date of the adjourned meeting.
- 14.1.4 At the rescheduled meeting, if no quorum is present, the meeting shall continue provided a record of the notice is presented by the Secretary and is confirmed by the members present.

14.2 EXECUTIVE COMMITTEE MEETINGS

- 14.2.1 At least 50% plus one of Executive Committee members shall be present to constitute a quorum.
- 14.2.2 For an Executive Committee meeting a minimum of 4 community members and 2 Police Management members must be present of which 1 must be the Station Commander, Detective Commander or the Vispol Commander.
- 14.2.3 The Station Commander shall not miss more than 2 meetings per financial year.
- 14.2.4 If quorum is not at the convening of a scheduled Executive Committee meeting, the meeting shall be adjourned for 20 minutes, where after if the quorum is still not attained, the meeting shall be rescheduled to a date not exceeding 2 days later.
- 14.2.5 The notice of the rescheduled meeting shall be issued by the Secretary of the Executive Committee within 2 days of the date of the adjourned meeting.
- 14.2.6 At the rescheduled meeting, if the Station Commander, Detective Commander or the Vispol Commander is not present and at least 4 community members are present the meeting shall not take place.

15 SPECIAL ATTENDANCE OF FORUM MEETINGS

- 15.1 The Station Commander may designate any serving member of the police service to attend any meetings of the Forum.
- 15.2 The Forum may request any representative from any organisation within its precinct to attend a meeting. Such request will state the purpose of the meeting and will be received by the said organisation at least 7 days before the date of the meeting.

16 FINANCIAL ADMINISTRATION

- 16.1 The Forum shall open and maintain a bank account in its name at a registered bank in which all funds received by the Forum shall be deposited.
- 16.2 No person may keep funds received by the Forum under his / her personal control.
- 16.3 Prior approval must be obtained from the Chairperson and the Station Commander for expenditure up to and including R1000.00.
- 16.4 When the expenditure exceeds R1000.00 expenditure approval must be obtained from the Executive Committee.
- 16.5 Normal accounting practices apply to income and expenditure.
- 16.6 To ensure financial accountability in relation to financial controls of any community based street / village committees and neighbourhood watches operating within the police precinct.
- 16.7 The Station Commander, Chairperson and Treasurer shall be signatories on the banking account.
- 16.8 The financial year shall be from 1st April to 31st March.
- 16.9 The financial records will be prepared for auditing by the Treasurer and signed off by a qualified accountant.
- 16.10 Copies of the signed off financial statements must be handed to the Station Commander by no later than the end of June each year.

17 DUTIES AND FUNCTIONS OF OFFICE BEARERS

The duties and functions of Office Bearers will be determined from time to time by the Executive Committee of the Forum and will be subject to the following core functions.

17.1 THE CHAIRPERSON

- 17.1.1 Shall represent the Forum and play a leading role in the management and development of community policing within the precinct.
- 17.1.2 Ensure the execution of all decisions of the Executive Committee.
- 17.1.3 Preside of all meetings of the Forum.
- 17.1.4 Serve as a member of the Cluster Community Police Board.
- 17.1.5 Report regularly on the functioning of the Forum to the Cluster Community Police Board and provide feedback from the Cluster Community Police Board to the Forum.
- 17.1.6 Present reports on the work of the Forum at all meetings.
- 17.1.7 Supervise all work of the Forum to ensure conformity of work with this constitution, the relevant legislation and procedures agreed upon by the Forum.

17.1.8 Be responsible for management of all internal and external communication of the Forum.

17.1.9 Co-sign monthly returns with the Station Commander on the functionality of the Forum.

17.2 THE DEPUTY CHAIRPERSON

17.2.1 In the Chairperson absence, the Deputy Chairperson shall assume all functions of the Chairperson.

17.2.2 The Deputy Chairperson is responsible for supervision and compliance of all sub-committees, neighbourhood watches, community patrols, street / village committees to the principles of community policing and account for their activities to the Executive Committee.

17.2.3 Shall be responsible for maintaining discipline within the Executive Committee and its general membership of the Forum.

17.3 THE SECRETARY

17.3.1 The Secretary shall keep minutes of all meetings of the Executive and the Forum.

17.3.2 Shall receive and dispatch correspondence to and from the Forum and Executive Committee.

17.3.3 Facilitate and convene all meetings of the Forum and Executive Committee.

17.3.4 Shall ensure the safekeeping off all official documents of the Forum and Executive Committee.

17.3.5 Shall perform all other duties normally associated with the office of a Secretary.

17.3.6 Further the interests of the Forum as and when instructed by the Executive Committee.

17.3.7 Liaise with the Administrator regarding the preparation of minutes for presentation to Forum and Executive Committee meetings.

17.3.8 Shall, in consultation with the Chairperson, send copies of the draft agenda no later than 7 days before a meeting, to members of the Forum and or Executive Committee.

17.3.9 Shall, in consultation with the Chairperson, send copies of the draft minutes no later than 7 days after a meeting, to members of the Forum and or Executive Committee.

17.4 COMMUNITY RELATIONS OFFICER

17.4.1 The Community Liaison Officer will be responsible for the communication of internal and external activities of the Forum under the direction of the Executive Committee.

17.4.2 The Community Liaison Officer shall perform such other functions as determined by the Executive Committee and the Forum.

17.4.3 Shall be responsible for the branding and image of the Forum.

17.5 THE TREASURER

- 17.5.1 Shall be responsible for the finances of the Forum and ensure strict compliance with the relevant policies.
- 17.5.2 Shall together with the Chairperson of the Forum and the Station Commander operate a banking account on behalf of the Forum.
- 17.5.3 Shall keep books of account and other records necessary to clearly reflect the financial position of the Forum, which should include assets belonging to the Forum.
- 17.5.4 Shall table a financial report at every Executive Committee meeting, General Forum meeting, and an annual financial report at every AGM.

17.6 ADDITIONAL MEMBERS

- 17.6.1 The additional members shall carry out tasks as identified by the Executive Committee amongst others the effective functioning of the Youth Community Police Forum, support of the Victim Empowerment Centre and school safety programs.
- 17.6.2 In order to improve and maintain open communication channels with communities outside the Hogsback village, the farmer community as well as Eskolweni, Boldpoint and Plaatjieskraal settlements, an attempt shall be made to ensure that representatives of these areas serve as members on the Executive Committee. Representatives must be appointed by their respective community structures and must give a status report at every Executive Committee meeting.

17.7 STATION COMMANDER

- 17.7.1 The Station Commander will guide the Executive Committee to ensure compliance to procedures and policies as per the relevant Acts and directives of SAPS and the Department of Safety and Liaison.
- 17.7.2 Will appoint and monitor SAPS members who will serve on the Executive Committee and will be required to submit relevant reports.
- 17.7.3 Will act as liaison contact between the Executive Committee and other relevant structures.
- 17.7.4 Will sensitise the Executive Committee of all required administrative reports / returns / documentation which must be submitted, as well as meetings with other relevant structures which must be attend by members of the Executive Committee.
- 17.7.5 Will contribute to the development of all year plans / programs of the Executive Committee.

17.8 VISPOL COMMANDER

- 17.8.1 The Vispol Commander will in consultation with the Station Commander contribute to the effective operation of the Forum.

17.9 DETECTIVE COMMANDER

17.9.1 The Detective Commander will in consultation with the Station Commander contribute to the effective operation of the Forum.

17.10 SUPPORT HEAD

17.10.1 The Support Head will in consultation with the Station Commander contribute to the effective operation of the Forum.

17.11 ADMINISTRATOR

17.11.1 Assist the Secretary in the execution of his / her duties. The Administrator shall be responsible to take minutes at all meetings of the Executive Committee and the Forum.

17.11.2 Receive, dispatch information and correspondence in liaison with the Secretary to and from the Forum.

17.11.3 Provide logistical arrangements for all meetings.

17.11.4 Attend to the safe-keeping of all documents of the Forum.

17.11.5 Perform such administrative functions as determined by the Executive Committee.

18 DISSOLUTION

18.1 The Provincial Community Police Board Executive Committee may dissolve the Forum on recommendation of a written report from the Cluster Community Police Board Executive Committee and the District Office for Safety and Liaison.

APPROVED AND ADOPTED BY THE EXECUTIVE COMMITTEE AT A MEETING HELD IN HOGSBACK ON THE ----- DAY OF ----- 2018.

CHAIRPERSON

STATION COMMANDER