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# PARKVIEW POLICE COMMUNITY FORUM CONSTITUTION

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## **1. Introduction**

The Parkview Police Community Forum ("the Forum") is a voluntary association of individuals and representatives of local organizations and businesses who meet on a regular basis to provide a forum for discussion, consultation and the exchange of information between the Parkview Police, residents, members of local organization and businesses - all of whom fall within the jurisdiction of the Parkview Police area ("the community") indicated in the attached map ("the area"). The Forum is established in accordance with local government initiatives as outlined in Paragraph 221 of the Republic of South Africa Interim Constitution, published in Government Gazette 15864 of 18 July 1994, as follows:-

"A Community Police Forum which shall be representative of the community in the area shall be established by each police station."

1.1. The functions of the Community police Forum shall be:-

- Promotion of accountability off the Service to local Communities and co-operation of the communities with the Service.
- Monitoring of the effectiveness and efficiency of the Service.
- Advising the Service regarding policing priorities;
- The evaluation of the provision of visible policing services including:-
  - the provision, siting and staffing of police stations;
  - the reception and processing of complaints and charges;
  - the provision of protective services at gatherings;
  - the patrolling of residential and business areas; and
  - the prosecution of offenders; and
- To enquire into policing matters in the locality concerned.

1.2. Sub-forums may be established in respect of the various communities within the area of the police station.

## **2. Mission Statement**

- 2.1. The Parkview Police Service ("the Parkview Police") provide news and information concerning their regular activities, initiatives, plans for the future, projects, aim and objectives in order to keep the community informed on the current situation in the area. The Parkview Police may also discuss any problems and difficulties they are experiencing both with a view to informing the community and to elicit advice, suggestions and co-operation from the community.
- 2.2. The Forum provides assistance and co-operation to the Parkview Police in their various undertakings and regular tasks. The Forum may also introduce initiatives to promote community involvement, provide support to the Parkview Police in a specific or general capacity, encourage safety and security in respect of businesses and individuals and further the concept of "community policing".
- 2.3. The Forum has a purely consultative, advisory and lobbying role with regard to policing affairs. It provides a communication channel for both Parkview Police and the community within their jurisdiction.
- 2.4. The Forum publishes a regular newsletter to serve as a mouthpiece to the Parkview Police as well as to individuals, organisations associated with the promotion of aspects of safety and security and to such bodies as religious institutions, schools and businesses in matters relating to community policing, safety and security.

## **3. Aims and Objectives**

- 3.1. To support the concept of community policing, whereby the community becomes more intimately involved in the promotion of safety, security and the attainment of a crime-free environment.
- 3.2. To improve communication and relationships between members of the community and the police.
- 3.3. To raise funds for the Parkview Police in order to provide staff, equipment, vehicles, incidentals, publications, including the Parkview Police Community Forum newsletters, and other necessary items which are incidental to the aims and objectives set out in paragraph 3.
- 3.4. To provide a medium to lobby central, provincial and local government to ensure that the policing needs of the community are met.
- 3.5. The existing Parkview Police Service Development Fund (" the Development Fund") will continue under the auspices of the Forum to provide funds for staff, equipment, vehicles, incidentals, publications including the Parkview Police Community Forum newsletter and other necessary items. The Development Fund will not be used for the purchase of weapons and ammunition.

#### **4. Management Committee and Sub-committees**

- 4.1. Members of the Management Committee shall be elected by the community at the Annual General Meeting ("AGM") and shall hold office until the election of another Management Committee at the next AGM. Should vacancies occur during a period of office, committee members in office may appoint members of the community to fill any vacancies that occur for the remainder of the term of office of that committee.
- 4.2. The Management Committee shall have the power to form such sub-committees as may be necessary to achieve the objectives of the Forum.
- 4.3. The Management Committee shall consist of not less than eight (8) nor more than twenty (20) members. This will give the body the ability to embrace any legitimate interest group which may need to be represented.
- 4.4. The Management and sub-committee may meet as often as required for the dispatch of business, and may conduct their meetings as they see fit. With the exception that:
  - 4.4.1. The Management and sub-committee shall meet at least once per month, which meetings will take place as convened by the Chairman who shall take into consideration the convenience of members of that committee.
  - 4.4.2. Open meetings of the Forum shall be held at regular intervals no less than once in every two-month period. The members may, at their first meeting after the AGM, decide that meetings be held on a fixed day, time and venue every month for that year for the convenience of members.
- 4.5. The quorum for the transaction for the business will be 50% of the members of the committee concerned, except where there has been a consistently low attendance for three (3) successive meetings, whereupon 50% of the average attendance for the past two (2) successive meetings and the current meeting shall be taken as a quorum.
- 4.6. The first AGM of the Forum shall be held not earlier than twelve (12) months after the inaugural Special General Meeting and not later than thirteen (13) months after that meeting. Successive AGM's will be held during the same month of each succeeding year as the first AGM.
- 4.7. The main purpose of the AGM will be to elect the Management Committee for the following year and to table the Financial Statements. The quorum at an AGM or Special General Meeting shall be no less than fifteen (15) members of the Forum.
- 4.8. Written nominations for Management Committee members including the names, addresses and signatures of proper and seconded, duly signed as accepted by the nominee, shall be submitted to the Community Policing Liaison Officer at the Parkview police Station by not later than twelve (12) noon seven (7) days before the inaugural Special General Meeting or AGM concerned.
- 4.9. All decisions by sub-committees shall be referred to the Management Committee for approval, confirmation and/or sanction.

- 4.10. If any member of Management or sub-committee does not attend three (3) three consecutive meetings without good cause, that person may be called upon to account for his absence. Where applicable, should this account be deemed unsatisfactory, that person may be called upon to resign from that Committee by the Management Committee. The constituent group represented by that person may be asked to nominate a replacement.
- 4.11. Notice of any special General and/or Annual General Meeting shall be given to all members of the Management Committee and members by publishing notice thereof in the local press and by affixing a copy of the notice on the bulletin board at the Parkview Police station no less than twenty-one (21) days before the relevant meeting.
- 4.12. The Management Committee shall be obliged to call a Special General Meeting of the Forum upon receipt of a written requisition signed by at least fifteen (15) active members of the Forum, which requisition shall state the purpose for which the meeting is called.
- 4.13. A Special General Meeting of the Forum shall not transact any business other than that for which it is called, provided that the Management Committee may place on the agenda of such meeting any business which it considers requires an urgent decision by the members of the Forum.

## **5. Membership**

- 5.1. All residents, local organizations and businesses falling under the jurisdiction of the Parkview Police shall be entitled to representation on the Forum.
- 5.2. Any person may attend a meeting of the Forum.
- 5.3. Only active, Bona Fide members of the Parkview Police area who have attended a minimum of three (3) meetings of the Forum during the preceding twelve (12) month period may have voting rights at such meetings. Such members shall be defined as "active members".
- 5.4. All persons attending meetings must be prepared to provide their name and address on the register provided.

## **6. Accounting Records**

- 6.1. A banking account will be kept in which all funds will be banked. Withdrawal cheques shall be signed by any two or four nominated signatories appointed from time to time by the Management Committee.
- 6.2. Annual financial statements will be prepared and presented to all members and any other interested parties at the AGM.
- 6.3. Honorary registered auditors will be appointed to report on the financial statements and accounting records.
- 6.4. The Management Committee will be empowered where necessary to open and administer additional accounts as and when the need arises to undertake the specific projects, which are incidental to the aims and objectives of the Forum set out in Paragraph 3, for example the Development Fund.

## **7. Termination of Body**

Should the Forum be dissolved for any reason, all funds collected, with the exception of the Development Fund, shall be donated to the South African Police Service Widows' and Orphans' Fund. All monies collected specially for the Development Fund shall be allocated to the Parkview Police Station Commander to be used for the purpose for which they were raised.

## **8. Amendments to this Constitution**

Amendments to this constitution may be made at a Special General Meeting convened for this purpose in terms of paragraph 4.11 at which at least 75 % of the Management Committee members present at that meeting will be required to ratify amendments of changes to the constitution.

## **9. Management Committee and Office Bearers**

- 9.1. The Management Committee shall consist of at least the following members:-
- 9.1.1. Chairman
  - 9.1.2. Vice-Chairman
  - 9.1.3. Treasurer
  - 9.1.4. Secretary
  - 9.1.5. At least one representative, but not more than three (3) members of the Parkview Police.
  - 9.1.6. One representative of any bona fide interest group in the community as defined in paragraph 1.
  - 9.1.7. A representative of the Police Cells Monitoring Group.

## **10. Election of Office Bearers**

- 10.1. The Chairman, Vice-Chairman, Treasurer and Secretary shall be elected by the members of the Management Committee at its first meeting after its election to office.
- 10.2. No person shall be eligible for election as Chairman, Vice-Chairman, Treasurer or Secretary unless he/she shall have served on the Management Committee for at least (6) six months during the previous year. This provision shall not apply to the first Management Committee elected at the inaugural Special General Meeting.

