

# CONSTITUTION OF THE JEPPE COMMUNITY POLICE FORUM

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## 1. NAME

- 1.1 The name of the Community Police Forum shall be the Jeppe Community Police Forum (hereinafter referred to as “the Forum”), established subject to the provisions of section 18 - 23 of the South African Police Service Act, Act 68 of 1995.

## 2. BODY CORPORATE

The Forum shall:

- Exist in its own right, separately from its members.
- Continue to exist even when its membership and office bearers change.
- Be able to own property and other possessions.

## 3. OBJECTIVES

The Forum’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 the transparency and accountability of the police to the community.
- 3.6 promote joint problem-identification and problem-solving by the police and the community.
- 3.7 monitor the effectiveness and efficiency of the police.
- 3.8 evaluate the provision of visible policing in the station area.

## 4. RESPONSIBILITIES

The Forum’s responsibilities are to:

- 4.1 advise the SAPS regarding local policing priorities.
- 4.2 facilitate in resolving concerns, problems and complaints from community members regarding policing.
- 4.3 harmonise the relationship between the police and the community.
- 4.4 request the Station Commissioner to provide information on policing on a quarterly basis.
- 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 CPF and engage the in these activities.
- 4.8 ensure effective management of the CPF’s resources.

## 5. COMMUNITY PARTICIPATION

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

## 6. MEMBERSHIP

- 6.1 Membership of the Forum is open to all who live or work in the station area, all bona fide community based organisations, faith-based organisations, non- governmental organisations, formal and informal business organisations and social organisations which serve the community.
- 6.2 Organisations and individuals shall register for membership of the forum n writing with the Station Commissioner.
- 6.3 The Local Municipality shall be an ex officio member of the CPF.
- 6.4 The Traditional Authority, where applicable, shall be an ex officio member of the CPF.

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- 6.5 Members must endeavour to attend all Forum meetings.
- 6.6 The Forum shall as far as practically possible be representative of the area.
- 6.7 No membership fee shall be payable.

### 7. **MANAGEMENT**

- 7.1 The Forum shall be managed by an Executive Committee which shall be elected, and in the case of ex officio members, co-opted, at the AGM.
- 7.2 Elected members of the Executive Committee shall serve for a maximum of two years. They may be re-elected or co-opted.
- 7.3 The Executive Committee shall comprise of:
  - A Chairperson, who must be a civilian
  - A Deputy Chairperson, who must be a civilian
  - A Secretary
  - A Treasurer
  - An Administrator, who must be a member of the SAPS serving at the station
  - Six additional members
  - The Station Commissioner, Head of Detective Service, Head of Crime Prevention and Community Policing officer shall be ex officio members of the CPF Executive.
- 7.4 If an office bearer of the Executive is absent without a valid apology for three consecutive meetings, the seat will automatically become vacant and filled by the following the usual election procedure.
- 7.5 The Executive Committee has the right to co-opt persons to:
  - serve on a committee for such a period as the committee may determine,
  - attend a particular meeting of a committee, or
  - 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 meeting in an advisory capacity and shall not entitled to vote.
- 7.7 The Executive Committee shall ensure that proper minutes and records are kept of all meetings.
- 7.8 The Executive Committee shall be responsible for the day-to-day running of the forum.

### 8. **SECTOR CRIME FORUMS**

- 8.1 Sector Crime Forums shall be established in line with the demarcated Station Sectors.
- 8.2 The Chairperson and the Deputy Chairperson of the Sector Crime Forums shall serve on the Executive of the Community Police Forum.
- 8.3 The Executive of the Sector Crime Forum shall be elected at its AGM.

### 9. **ELECTION OF A CPF EXECUTIVE COMMITTEE**

- 9.1 The Executive of a CPF shall be elected at its Annual General meeting.
- 9.2 The Station Commissioner shall request for nominations from member organisations at least one month before the AGM.
- 9.3 Nominations for the CPF Executive shall close fourteen days before the AGM.
- 9.4 The community shall be notified of the nominees for each position by public notice at the Police Station and / or Community Centres (and by other means where available) at least ten days before the elections.
- 9.5 The elections shall be held before the end of July of every second year.
- 9.6 Nominees shall be persons with good standing in the community.
- 9.7 The Station Commissioner shall be the Electoral officer.
- 9.8 The relevant Provincial Community Police Board shall monitor the electoral process.

### 10. **VOTING RIGHTS**

- 10.1 Each CPF members shall have one vote at all meetings.
- 10.2 In the event of a deadlock, the Chairperson will have a casting vote.

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## 11. VOTING PROCEDURE

- 11.1 Voting in the general forum meetings shall be by a show of hands.
- 11.2 Voting during the election of the Executive Committee shall be through secret ballot.
- 11.3 Voting in the Executive Committee shall be by a show of hands.

## 12. MEETINGS

### 12.1 ANNUAL GENERAL MEETING (AGM)

- 12.1.1 An Annual General Meeting shall be called before the 31<sup>st</sup> of April of every year to, amongst other business:

- discuss the Annual Report presented by the Executive Committee;
- discuss and draft resolutions of matters pertaining to the objectives of community policing; and
- every second year, elect an Executive Committee.

- 12.1.2 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 Centres (and by other means where available) at least one month prior to the meeting.

### 12.2 SPECIAL GENERAL MEETINGS

- 12.2.1 The Executive Committee may instruct the Secretary to convene a special general meeting to discuss and rule on special matters.
- 12.2.2 The Secretary shall on written request from at least two thirds of the membership, call a special general meeting to discuss and resolve on issues stated clearly in writing by the members concerned. Notice of such a meeting shall be given to members at least fourteen days in advance.

### 12.3 GENERAL CPF MEETINGS

- 12.3.1 The Executive Committee shall convene a General CPF Meeting at least on a quarterly basis, open to the general public.

### 12.4 EXECUTIVE COMMITTEE MEETINGS

- 12.4.1 The Executive Committee shall convene monthly meetings. In addition, they may convene meetings as and when they deem it necessary.

## 13. QUORUM

### 13.1 ANNUAL AND GENERAL MEETINGS

- 13.1.1 At least 50% plus one (1) of all registered organizations and individuals of the forum shall be present at an AGM or general meeting to constitute a quorum.
- 13.1.2 If a quorum is not attained at the convening of a scheduled AGM or general 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 fourteen (14) days later.
- 13.1.3 The Notice of the re-scheduled meeting shall be issued by the Secretary of the Executive Committee within five (5) days from the date of the adjourned meeting.
- 13.1.4 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.

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### 13.2 EXECUTIVE COMMITTEE MEETINGS

- 13.2.1 At least 50 % plus one (1) of the Executive Committee members present at an Executive Committee meeting shall constitute a quorum.
- 13.2.2 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 seven (7) days later.
- 13.2.3 The Notice of the re-scheduled meeting shall be issued by the Secretary of the Executive Committee within two (2) days from the date of the adjourned meeting.
- 13.2.4 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.

### 14. FINANCIAL ADMINISTRATION

- 14.1 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.
- 14.2 No person may keep funds received by the Forum in his or her personal control.
- 14.3 Prior approval must be obtained from the Executive Committee for all expenditure.
- 14.4 Receipts must be obtained for all expenditure and timeously submitted to the Treasurer.
- 14.5 The Station Commissioner shall at all times be a signatory to any financial transaction.
- 14.6 An acceptable set of financial records shall be maintained by the designated person and shall be available to any member on request.
- 14.7 The Treasurer shall table a financial report at each monthly Executive Committee meeting and at General CPF Meetings.
- 14.8 The year - end financial statements of the Forum shall be independently audited and shall form part of the annual report to be presented at the Forums' AGM.

### 15. CONDUCT

- 15.1 The members of the Executive Committee shall discharge their activities in line with a Code of Conduct.

### 16. DUTIES OF THE EXECUTIVE COMMITTEE

- 16.1 To play a leading role in the promotion, development and implementation of community policing in the station area.
- 16.2 To maintain efficient control over the Forum and its members.
- 16.3 To appoint at its own direction sub-committees, co-opt members to serve on these sub-committees, direct issues and allocate tasks to these sub-committees.

### 17. DUTIES OF OFFICE BEARERS

#### 17.1 DUTIES OF THE CHAIRPERSON

- 17.1.1 Ensure execution of all decisions of the Executive Committee.
- 17.1.2 Preside over meetings of the forum.
- 17.1.3 Report regularly on the functioning of the CPF to the Provincial Board and provide feedback from the Provincial Board to the CPF.
- 17.1.4 Present reports on the work of the Forum at all meetings.
- 17.1.5 Supervise all work of the Forum in conformity with this constitution, the relevant legislation and procedures agreed upon by the Forum.
- 17.1.6 Be responsible for communication.

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### 17.2 DUTIES OF THE DEPUTY CHAIRPERSON

- 17.2.1 In the Chairperson's absence, the Deputy Chairperson shall assume all functions of the Chairperson.
- 17.2.2 In the absence of both the Chairperson and the Deputy Chairperson, the Executive Committee shall nominate one of their number to preside at the meeting.

### 17.3 DUTIES OF THE SECRETARY

- 17.3.1 Take minutes in accordance with the provisions of this constitution.
- 17.3.2 Receive and dispatch correspondence to and from the Forum.
- 17.3.3 Arrange all meetings.
- 17.3.4 Ensure the safekeeping of all official documents of the Forum, other financial records, unless the post of Secretary is combined with that of Administrator.
- 17.3.5 Perform all other duties usually associated with the office of a Secretary.
- 17.3.6 Further the interest of the Forum as instructed by the Executive Committee.

### 17.4 DUTIES OF THE TREASURER

- 17.4.1 Be responsible for the finances of the Forum and ensure strict compliance with the relevant financial policies.
- 17.4.2 Together with another designated member of the Forum and the Station Commissioner, operate a banking account on behalf of the Forum.
- 17.4.3 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.
- 17.4.4 Table a financial report at every General CPF Meeting, an annual financial report, and a budget at every AGM.

### 17.5 ADMINISTRATOR

- 17.5.1 Assist the Secretary in the execution of his/her duties.
- 17.5.2 Receive and dispatch information and correspondence to and from the CPF.
- 17.5.3 Arrange all meetings as required by the Secretary.
- 17.5.4 Ensure the safekeeping of all official documents, financial records and assets of the CPF.
- 17.5.5 Perform such administrative functions as may be determined by the Executive Committee.

### 17.6 ADDITIONAL MEMBERS

- 17.6.1 The additional members shall perform such functions as the Executive Committee may decide.

## 18. DISSOLUTION

- 18.1 On the recommendation of the Provincial Police Board, and after thorough consultation with all interest parties, the MEC may dissolve a CPF.

### SIGNATORIES TO CONSTITUTION: EXECUTIVE

- 1. Chairperson : \_\_\_\_\_
- 2. Deputy Chairperson : \_\_\_\_\_
- 3. Treasurer : \_\_\_\_\_
- 4. Administrator : \_\_\_\_\_
- 5. Secretary : \_\_\_\_\_

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**SIGNATORIES TO CONSTITUTION: SAPS**

1. Station Commissioner : \_\_\_\_\_
2. Head Detective Service : \_\_\_\_\_
3. Head Crime Prevention : \_\_\_\_\_
4. Official - Community Policing : \_\_\_\_\_

Date: \_\_\_\_\_

Place: Jeppe Police Station, 225 Market Street, Jeppestown.