

CONSTITUTION



VIERLANDEN SECURITY FORUM



Revision 3.0

Changes and addendums to document

Description	Date of change	Reason for change
Inserted Vision, Mission, and Values Statements	March 2013	Improved description of what the VSF stands for.
Rename document from “Terms of Reference” to “Constitution”	March 2013	Generally accepted term of the document that describes the governing of a neighbourhood watch.
Definition of a “member” of the Vierlanden Security Forum	August 2013	Improve inclusivity of membership.
Committee and Governance	March 2013	Modified minimum structure as defined by the CPF with flexibility to include additional members as required.
Annual General Meetings and committee meeting governance	August 2013	To clarify the governance procedures regarding VSF meetings.
VSF Objectives	March 2013	Define the three major objectives of the VSF in a clear and concise manner.
Membership behaviour	March 2013	A section describing the expected behaviour of members, including patrollers.
Requirements of an identity card for patrollers.	August 2013	As per “The Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures”.
Include acknowledgement and support of the “Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures”	August 2013	Must abide by rules and guidelines as stated in “Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures”
Removal of Appendix A	March 2013	Superfluous

Contents

1. OVERVIEW	4
1.1 OBJECTIVES OF CONSTITUTION DOCUMENT	4
1.2 JUSTIFICATION AND GENERAL AIM OF THE VIERLANDEN SECURITY FORUM.....	4
1.3 VISION STATEMENT	4
1.4 MISSION STATEMENT	4
1.5 VALUES STATEMENT	5
2. OBJECTIVES OF VIERLANDEN SECURITY FORUM	5
3. GENERAL APPROACH IN ACHIEVING OBJECTIVES.....	5
4. SCOPE AND JURISDICTION	6
5. INDEMNITY.....	7
6. RISKS.....	7
7. FINANCIAL	7
8. MEETINGS, COMMITTEE AND GOVERNANCE.....	8
8.1 VSF COMMITTEE WILL COMPRISE OF AT LEAST THE FOLLOWING:.....	8
8.2 GENERAL COMMITTEE MEETINGS:	8
8.3 ANNUAL GENERAL MEETINGS.....	9
8.4 SPECIAL GENERAL MEETINGS	9
8.5 COMMITTEE CONDUCT	10
9. VSF MEMBERSHIP	10
9.1 DEFINITION AND CRITERIA	10
9.2 MEMBERSHIP BEHAVIOUR	11
9.3 IDENTITY OF MEMBERS AND VOLUNTEERS	12
10. DISSOLUTION OF THE VIERLANDEN SECURITY FORUM	12
11. REVIEW AND ACCEPTANCE	13
APPENDIX A - Indemnity Form	15

1. OVERVIEW

1.1 OBJECTIVES OF CONSTITUTION DOCUMENT

This document will serve as the point of reference for the operation of the Vierlanden Security Forum (VSF) and the VSF Committee (the committee). It will assist the committee with decision-making regarding the approach, scope of responsibility, financial management and governance as well as the general responsibilities and operation of the VSF. It consequently seeks to define the scope, and overall approach to be taken to implement, manage and operate a crime watch forum in the Vierlanden suburb of Durbanville.

1.2 JUSTIFICATION AND GENERAL AIM OF THE VIERLANDEN SECURITY FORUM

The Vierlanden Security Forum is a voluntary association by the residents of Vierlanden who wish to proactively respond to the threat faced by our community through the increased rate of crime in our area. The VSF will focus on increasing awareness of the current situation by means of efficient communication amongst all residents, the South African Police Service (SAPS), and local security services, as well as through developing action plans aimed at increasing vigilance, and the building of community spirit.

1.3 VISION STATEMENT

We are committed to the reduction of crime in Vierlanden and surrounds through the proactively responding to the threat of crime through community solidarity, communication, awareness, education, the implementation and promotion of appropriate crime-fighting technology and neighbourhood policing.

1.4 MISSION STATEMENT

The mission of the Vierlanden Security Forum initiative is to work in proactive partnerships with law abiding citizens, the local police, armed response entities and governing jurisdictions, and to address issues of crime, fear of crime and neighbourhood disorder, to achieve the goal of maintaining the integrity of our neighbourhood while improving and enhancing the quality of life for all residents.

1.5 VALUES STATEMENT

- The Vierlanden Security Forum is a volunteer based, community oriented initiative committed to being the extra eyes and ears of our community.
- We recognize and embrace the diversity of our community.
- We pledge to work as partners with law abiding neighbours, other neighbourhood watch bodies, the Durbanville SAPS and the local armed response companies.
- We are accountable for our individual and team performance.
- Integrity and reliability is essential to our program.
- We depend on the community's trust, confidence, and support.
- We have a positive attitude and will look to accomplishments rather than obstacles.

2. OBJECTIVES OF VIERLANDEN SECURITY FORUM

The main objective of the VSF is to reduce and prevent crime in the Vierlanden area of Durbanville. To this end it strives to accomplish the following:

- Create, improve upon and maintain a sense of community and unity among residents of Vierlanden and surrounds.
- The recognition, acknowledgment, and co-operation with SAPS, local armed response organisations, and the Community Policing Forum and its affiliated sub-structures.

3. GENERAL APPROACH IN ACHIEVING OBJECTIVES

Various solutions must be proposed and assessed in the best interests of the community.

The 3 primary components of the success of the initiative must always be kept in mind:

- Community involvement
- South African Police Services
- Armed Response companies

In addition, the following objectives will also be fostered:

- Maintain boundary and zone areas for VSF 's responsibility
- Create and maintain a suitable forum for interaction between residents, municipal authorities and SAPS.

The VSF will patrol community areas and assist the SAPS in detecting and preventing crime.

- **No** direct contact with offenders will be allowed. Volunteers **will not** approach suspects or suspect vehicles.
- The aim is to be additional “eyes and ears” of the community.
- The VSF will assist the police in the prevention of crime by reporting suspicious criminal activity to the police or local protection services.
- Mandate: “Observe and Report”
- Volunteers may take direction only from the attending police officers.
- Volunteers will use their own personal vehicles.
- If available, equipment (such as torches and communication devices) will be supplied by the forum. Should equipment not be available, volunteers are encouraged and requested to use their own.
- Volunteers will sign an indemnity form (Appendix B) before performing patrols to ensure that volunteers act within the framework of the law.

4. SCOPE AND JURISDICTION

- The VSF will be affiliated to the Durbanville Community Police Forum
- The VSF will only be primarily operational within the VSF operational boundaries.
- The VSF committee will consider any amendments to the Operational Boundaries as proposed by members given sound motivation.
- The VSF has no authority over the community.
- The VSF committee will establish infrastructure within the community to communicate within predefined areas.
- The VSF will patrol and observe within predefined zones as determined by the VSF.
- The VSF will observe and address aspects that may contribute to a breakdown in security in Vierlanden (e.g. broken street lamps and bulbs, unattended plots, lighting, graffiti etc.).

Outside area of concern:

- Patrols and observation outside predefined zones as determined by the forum.
- Private residential issues and domestic issues.

- Municipal services including trash removal, loud music, etc.

5. INDEMNITY

- 5.1 The VSF and its members acknowledges and supports the “Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures” and agrees to be bound by its terms in so far as it does not conflict with the Constitution of the Republic of South Africa and the Bill of Rights.
- 5.2 The Vierlanden Security Forum is not a legal entity and shall perform its functions within the bounds of the law and guidelines as set out by national, provincial and local legislation.
- 5.3 Participation in the VSF is voluntary and its indemnity from actions that may result in prosecution must be acknowledged by participants of the Vierlanden Security Forum.
- 5.4 All participants affiliated to the VSF act in their own capacity, as individuals and any liability that may arise out of actions taken by them shall be in their personal capacity.
- 5.5 The VSF shall not be responsible for civil and or criminal actions or omissions that are perpetrated by a participant of the forum, nor responsible for civil and or criminal actions or omissions against its participants. All and any criminal and civil actions that are instituted against a participant in the VSF shall be against the member concerned in his personal capacity and not against the VSF.

6. RISKS

It is the intention of the VSF to prevent harm to any volunteer or members of the community. However, this cannot always be guaranteed. If volunteers abide by the approach defined in this document, they will be put at minimal risk of harm.

7. FINANCIAL

- The Vierlanden Security Forum is, and shall remain a non-profit-making organisation.
- The VSF committee shall keep proper accounting records that accurately reflect all its income and expenditure, assets and liabilities.
- The VSF will share its financial records to all volunteers who request them.

- The VSF shall be permitted to hold fund-raising campaigns for the purposes of furthering its stated aims and objectives. A decision to embark on such campaigns must be reached in consultation with the forum committee.
- Funds acquired from other sources shall be controlled and administered by the forum committee.
- All VSF funds shall be deposited in a registered bank account. The VSF committee will appoint a person as a custodian of the equipment belonging to the structure.

8. MEETINGS, COMMITTEE AND GOVERNANCE

A Committee tasked with the management of the VSF, will be elected by an Annual General Meeting of the members of the VSF. The Committee is responsible for defining the scope, objectives, and overall approach for the commencement and maintenance of the operations of the VSF.

8.1 VSF COMMITTEE WILL COMPRISE OF AT LEAST THE FOLLOWING:

1. Chairman
 2. Vice-chairman
 3. Treasurer
 4. Secretary
- The VSF Committee may co-opt additional members to the committee and/or establish sub-committees or specific working groups to achieve specific tasks as may be deemed necessary from time to time.
 - Any vacancies on the VSF Committee due to resignation, expulsion or otherwise, must be filled by means of an election at a Special General Meeting. As an interim measure, the Executive Committee of the Forum may decide who will perform the duties and the functions in the vacant position until a Special General Meeting is called within 21 days of the date when the position became vacant.

8.2 GENERAL COMMITTEE MEETINGS:

- The quorum shall be a minimum of 50% of the committee members
- The chairman holds a casting vote.

- The majority vote will prevail provided that a quorum of 5 members have cast their vote.
- Meeting frequency: monthly or *ad hoc* if required.

8.3 ANNUAL GENERAL MEETINGS

- An Annual General Meeting should be held during the first quarter of each calendar year.
- The quorum for an Annual or Special General meeting of the members shall be ten percent of the registered members.
- Written notice of the Annual General Meeting must be forwarded by the Secretary to the VSF members at least twenty-one (21) days in advance of the proposed meeting
- If no quorum is attained the meeting will be postponed for fifteen (15) minutes. If no quorum is attained at the start of the postponed meeting, the number of registered members present for the postponed meeting will constitute a quorum provided that they constitute no less than 10% of registered members.
- Each member at a meeting shall be entitled to one vote. All questions arising at any meeting of members shall be decided by consensus or a simple majority of those present and entitled to vote at the meeting. No person shall exercise more than one vote but in the case of any equality of votes the chairperson of the meeting shall have a second or casting vote.
- Future proposed amendments to this constitution may be decided by a simple majority vote of the members at any duly constituted meeting of members for which the required notice has been given.
- Committee members' term of office shall be for the period between Annual General Meetings and Committee members are permitted to be nominated for multiple subsequent terms of office.
- Minutes shall be kept of all Annual General Meetings of members and should contain a record of all attendees, proceedings and resolutions.

8.4 SPECIAL GENERAL MEETINGS

- The Forum or Board may instruct the Secretary to convene a Special General Meeting to discuss and rule on special matters.

- Written notice of the Special General Meeting must be forwarded by the Secretary to the VSF members at least twenty-one (21) days in advance of the proposed meeting
- Minutes shall be kept of all Annual General Meetings of members and should contain a record of all attendees, proceedings and resolutions.

8.5 COMMITTEE CONDUCT

- No member of the committee shall display sexism, racism, or any other form of discrimination towards any other member of the committee, volunteers or other person.
- All activities that have a direct bearing on the intents of the Vierlanden Security Committee shall be presented to the committee and approved by the chairman or the vice-chairman in the absence of the chairman.
- Public statements must be approved by the committee communications officer.
- Notice of the resignation of committee member must be done in writing and received by the chairman, or in the absence of the chairman, the vice-chairman. The notice period of such resignation is 30 days.
- The suspension of the membership of a committee member must be agreed to by the majority of the committee.

9. VSF MEMBERSHIP

9.1 DEFINITION AND CRITERIA

9.1.1 Membership shall be open to all irrespective of race, colour, religion, disability, age or sexual orientation.

9.1.2 A member of the Vierlanden Security Forum shall be defined as one who:

- Is a resident of Vierlanden, owner of property in Vierlanden or owner of a business in Vierlanden and can provide a proof thereof (E.g. proof of residence or ownership),
- Has read and accepted the Constitution and Code of conduct of the Vierlanden Security Forum,
- Who has completed standard VSF induction, and
- Is willing to provide personal information (i.e. names, identity numbers or passport numbers, street address and telephone numbers).

- 9.1.3 A member may resign by giving written notice (which may be given electronically) to the Committee.
- 9.1.4 The Committee may terminate or suspend membership of any member provided that five (5) days' notice is given to such member of the Committee's intentions and that such notice contains full reasons for the Committee's intended action. Any written reply shall be considered by the Committee.
- 9.1.5 Members are free to choose to whether they wish to be a "patrolling member" or a "non-patrolling member".
- 9.1.6 Members who wish to convert from being a non-patrolling member to a patrolling member, or vice-versa must advise the Volunteer & Patrol Coordinator of their intention.
- 9.1.7 A membership register will be maintained by the Secretariat and updated regularly. The register must contain the name, address, identity (or passport) number and telephone contact details for both categories of members.
- 9.1.8 And indemnity must be completed and signed by every member.
- 9.1.9 Indemnity forms must be kept and maintained by the Vierlanden Security Forum chairman.

9.2 MEMBERSHIP BEHAVIOUR

- Members are encouraged to not carry firearms while on patrol. However, members who wish to carry firearms while on patrol must declare them to the Durbanville South African Police Services upon the start of each patrol.
- Members of the VSF must act non-violently and no member may take the law into his or her own hands.
- Vigilante behaviour will not be tolerated. If a member is suspected of vigilante behaviour, his or her membership to the VSF will be suspended while the objection is being investigated. The VSF committee has the right to cancel the membership of the perpetrator based upon the merits of the case.
- If a member is found guilty of a serious criminal offence, his or her membership may be terminated depending upon the merits of the case. The final decision will lie with the VSF committee.
- Members may not divulge any confidential or privileged information that they have acquired as a result of their membership to the VSF.

- Members may not make public announcements or make statements to the media in matters relating to the VSF without authority given by the VSF committee chairman.
- No member may exploit his or her membership of the VSF to his or her own personal advantage and benefit.
- All traffic laws will be obeyed.
- Members must at all times act in a manner that will uphold and promote the aims and objectives of the VSF.

9.3 IDENTITY OF MEMBERS AND VOLUNTEERS

An appointed member of the committee will keep and maintain a register of all members and volunteers.

All members of the Vierlanden Security Forum will have identity cards.

- The identity cards of members must not be similar to that used by members of the South African Police Services.
- The identity cards of members must contain the most recent photograph of the member, his or her full names, identity number and the holder's legible signature.
- To validate such a card it shall reflect the full name of the resident South African Police Station and the signature of the South African Police Services local station commissioner.

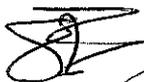
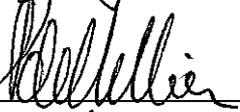
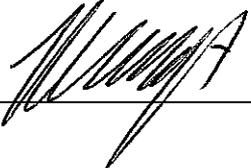
The Vierlanden Security Forum will ensure that all identity cards are validated annually.

10. DISSOLUTION OF THE VIERLANDEN SECURITY FORUM

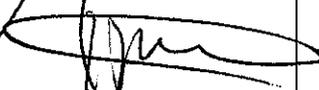
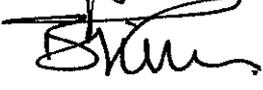
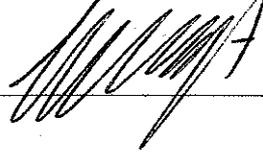
- The Vierlanden Security Committee structure may be dissolved by a majority vote of the Vierlanden Security Committee.
- Such meeting must take place under the chairmanship of the VSF committee.
- The minutes of such a meeting shall be recorded and provided to the local SAPS and Community Policing Forum.
 - In the event that the VSF is dissolved, any funds and equipment that they may have at that stage will be donated to a Committee or Forum that has similar goals and purposes as the VSF.

11. REVIEW AND ACCEPTANCE

Reviewed and Accepted by:

APPOINTMENT	NAME	SIGNATURE	DATE
Chairperson	SEAN TUCKER		30 OCT 2013
Vice-Chairperson	Faul RENEZ		30 OCT 2013
Treasurer	Pierre de Villiers		3 - 10 - 2013
Secretary	Robert Haupt		9 - 10 - 2013

Seen by other committee members:

NAME	SIGNATURE	DATE
NICHOLAS MIY		3/10/13
John Wilkerson		3/10/13
Staat du Penn		3/10/13
BRADLEY TIMM		3/10/2013.
ERHARD LOUWER	GEH LOUWER	3/10/2013
Robert Haupt		9/10/2013

APPENDIX A

VOLUNTEERS' ACCEPTANCE OF INDEMNITY BY
THE VIERLANDEN SECURITY FORUM

I, _____
(Full names)

(Identity Number)

Residing at _____
(Residential address)

Do hereby:

1. acknowledge that I have read the Code of Conduct as extracted from the Terms of Reference of the VIERLANDEN SECURITY FORUM, and fully understand the terms thereof;
2. acknowledge that I have chosen to be a member of VIERLANDEN SECURITY FORUM and may voluntarily participate in patrolling activities;
3. acknowledge further, that the VIERLANDEN SECURITY FORUM is not a corporate entity established by or under any law nor does it have juristic personality;
4. Indemnify the aforesaid VIERLANDEN SECURITY FORUM, its committee and other members, in respect of any criminal or civil liability, against any costs, claims, suits or damages howsoever arising directly or indirectly from any intentional act or omission or any negligence on my part.

SIGNED AT _____

ON THIS _____ DAY OF _____ 20

WITNESSES:

1. _____
MEMBER'S SIGNATURE

2. _____

Email Address: _____

Cell Number: _____