



**SINOVILLE COMMUNITY POLICE
FORUM
SECTOR 1 CONSTITUTION
NOVEMBER 2023**

**Sinoville Community Police
Forum
257 Konavle Street Sinoville**

SINOVILLE COMMUNITY POLICE FORUM – SECTOR 1 CONSTITUTION

APPROVAL

Approved at the Annual General Meeting by majority vote of registered members present.

PREVIOUS VERSION

Version 4 26 August 2019

THIS VERSION

Version 20231118 18 November 2023

Signed at Sinoville on this _____ 2023

_____	_____
Col S.F. Modise Station Commander Sinoville SAPS	Name of Witness:

Signed at Sinoville on this _____ 2023

_____	_____
Mrs M. van der Merwe Chairperson Sector 1, Sinoville CPF	Name of Witness:

PREAMBLE

Be it therefore acknowledged that the Sinoville Community Police Sub-forum ("Sector 1") was established in terms of Section 19 of the South African Police Act 68 of 1995 (as amended), and the South African Police Service Interim Regulations for Community Police Forums and Boards 2001, provision is made for the establishment of a Community Policing Sub-forum to serve the community of the Sinoville Policing area and with the aim to ensure effective liaison between the South African Police Service as envisaged by section 18 of the South African Police Service Act. Sector 1 is a non-profit, non-sectarian, non-sexist, non-racial, apolitical community-based, statutory entity.

It is incumbent on every member of Sector 1 to ensure that the partnership between the Sector 1, the community, and the South African Police Services ("SAPS") is maintained and that all Community Safety- and Victim Support Structures are directed, monitored, and guided to act within the Law.

REFERENCES

1. Constitution of the Republic of South Africa, Section 33
2. South African Police Services Act, Act 68 of 1995
3. South African Police Service Interim Regulations for Community Police Forums and Boards as published in Regulation No. R.384 of 2001 in Government Gazette, Vol. 431, No. 22273, on 11 May 2000, Regulation Gazette, No. 7062.
4. Promotion of Administrative Justice Act, Act 3 of 2000, as amended.

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DEFINITIONS

WORD	DESCRIPTION
Act	shall mean The South African Police Services Act, Act 68 of 1995.
AGM	shall mean Annual General Meeting.
Accounting Officer	shall mean a person or firm that inspects and verifies the validity and reliability of an organisation's financial records and who is registered with an accredited accounting body.
Area of jurisdiction	shall mean the same area as the operational area of the Sinoville SAPS as amended from time to time.
CPF	shall mean Community Police Forum.
Community	shall mean the residents within the area of jurisdiction of the Sinoville SAPS- Sector 1 as defined.
Constitution	shall mean the Constitution of Sector 1 and all its annexures and policies and procedures as issued by Sector 1 from time to time.
Day	shall mean a calendar day.
Election Meeting	shall mean a meeting to elect members to the Management Committee of Sector 1.
Electoral Officer	for purposes of Election Meetings shall mean a person designated by the Exco to facilitate the election process.
The Forum	shall mean the Sinoville Community Police Forum.
Exco	shall mean the group of individuals duly elected to the Executive Committee to represent the Forum.
GAAP	shall mean "Generally Acceptable Accounting Principles".
ICASA	shall mean the Independent Communications Authority of South Africa.
Interim Regulations	shall mean the "South African Police Service Interim Regulations for Community Police Forums and Boards" as per Regulation No. R.384 of 2001 published in Government Gazette No. 22273, on 11 May 2001.
IPID	shall mean Independent Police Investigative Directorate.
Joint Operations Centre ("JOC")	shall mean a centralised facility equipped with all equipment as may be needed to ensure that effective communication can occur between the Forum members and SAPS and TMPD for operational purposes.
Management Committee	shall mean a group of individuals duly elected to the Management Committee of Sector 1.
Media	shall have its ordinary meaning but also include printed, electronic, radio and social media.
Non-Profit Company (NPC)	According to Section 1 of the Companies Act, Act 71 of 2008, "non-profit company" means a company— (a) incorporated for a public benefit or other object as required by item 1(1) of Schedule 1; and (b) the income and property of which are not distributable to its incorporators, members, directors, officers, or persons related to any of them except to the extent permitted by item 1(3) of Schedule 1.
PIM	shall mean a Public Information Meeting.
Public Benefit Organisation	Can be one of the following (according to the Income Tax Act, Act 36 of 1996, Section 30: A non-profit company (NPC) as defined in section 1 of the Companies Act.

WORD	DESCRIPTION
	A trust formed in the Republic; or An association of persons formed or established in the Republic as a voluntary association of persons.
SAPS	shall mean Sinoville South African Police Services.
SCC	shall mean the Sinoville Crisis Centre as Victim Empowerment centre situated at the SAPS Sinoville police station.
Sector 1	shall mean the Sinoville Community Police Forum's sub-forum Sector 1 as defined by SAPS within the area of jurisdiction established in terms of Regulation 3 of the Interim Regulations.
Serious offence	shall mean any offence whereby a person has been sentenced to imprisonment for a period of longer than one year without the option of a fine.
SGM	shall mean a Special General Meeting.
Term of office	shall mean the period of 5 years or a period defined by the MEC of Community Safety in collaboration with the Provincial Commissioner.
TMPD	Tshwane Metropolitan Police Department.

MEMBER

1. A member can be a South African citizen above the age of 18 years old residing or conducting business within the predefined boundaries of Sector 1.
2. An applicant under the age of 18 years old can only obtain membership if such applicant is elected to the Youth Desk of the Forum, provided that the applicant is a South African citizen.

MEMBERSHIP

3. Membership is open to all members of the community residing or having businesses within the predefined boundaries of Sector 1. Membership is voluntary- no membership fees shall be payable for membership to Sector 1. Additional membership criteria will be determined by the Management Committee of Sector 1 from time to time.
4. The following persons will be excluded from becoming or remaining members of Sector 1:
 - 4.1 Persons who are no longer bona fide residents and/or business owners within the predefined boundaries of Sector 1, as amended;
 - 4.2 Persons who do not fall within the categories listed in paragraphs 1- 2;
 - 4.3 Political office bearers;
 - 4.4 Persons under the age of 18 years, unless elected to the Youth Desk of the Forum;
 - 4.5 Persons that have made false declarations on his/her application form for membership;
 - 4.6 Persons that have submitted falsified documents in respect of his/her application for membership;
 - 4.7 Persons that have been convicted of a serious offence;
 - 4.8 SAPS reservists;
 - 4.9 Serving employees of the South African Police Service, as regulated in the South African Police Service Act as amended, Metropolitan Police Departments, the National and Provincial Secretariats for Police Services and the Independent Police Investigative Directorate;
 - 4.10 A person who ceased to be a registered member of Sector 1 for whatever reason; and
 - 4.11 Owners and employees of private security companies that provide security services, including guarding, reaction, whether armed or not, and monitoring or having a vested business interest within the area of jurisdiction of the SAPS Sinoville.
5. A person residing or an owner of a business operating within the boundaries of Sector 1 may apply for membership. Membership application is by means of submitting the completed and signed prescribed application form and additional documents.
6. All applicants who apply for membership to Sector 1 shall be subjected to a screening process and this shall be dealt with in a professional and confidential manner.
7. The Management Committee of Sector 1 may reject at its discretion, an application for membership or terminate membership due to the applicant's involvement and or alleged involvement in criminal activities, having a criminal record, failure to make a criminal record known at the time of applying for membership, submitting false information during the application process and not being psychologically healthy.
8. When considering the rejection of an application or the termination of membership on the grounds of offences or alleged offences, the Management Committee of Sector 1 must take the following factors into consideration:

- 8.1 The seriousness of the offence(s) and or alleged offence(s) involved.
- 8.2 The number of convictions.
- 8.3 The time lapse since the last conviction.
- 8.4 And the fact that the convictions were not made known at the time of applying for membership.
9. The Membership Application Form is contained in Annexure 1.

CODE OF CONDUCT

10. All applicants applying for membership to Sector 1 will sign the Code of Conduct and abide to and adhere to its requirements. The Code of Conduct is contained in Annexure 2.

APPLICATION FOR MEMBERSHIP – DOCUMENTATION TO BE SUBMITTED

11. The following documentation must be submitted by an applicant to apply for membership to Sector 1:
 - 11.1 Membership Application Form as contained in Annexure 1.
 - 11.2 A copy of the last page of the latest Code of Conduct that the applicant has signed as contained in Annexure 2.
 - 11.3 A SAPS 91 (a) enquiry form which the applicant must complete at the SAPS and attach to the application after applicant's own fingerprints were impressed on the same form.
 - 11.4 Certified copy of applicant's South African identity document, card or passport.
 - 11.5 Proof of residence for residential members or proof of business address for business members.

NAME, AREA OF JURISDICTION AND LEGAL PERSONA

12. The name of the sub-forum is the "Sinoville Community Police Forum – Sector 1 (hereinafter referred to as "Sector 1").
13. The Area of Jurisdiction of Sector 1 shall be the operational area of the Sinoville Police Station as amended from time to time and assigned to Sector 1.
14. Sector 1 is a legal entity and has the capacity to act in its own name and to institute and defend legal actions.
15. Sector 1 will be represented by the elected management committee, and is granted the authority as set out in Annexure 3.
16. Sector 1 exists as an entity, independent from its members, irrespective of any change in its membership or its management.
17. Any liabilities incurred by Sector 1 vests in Sector 1 and no member of Sector 1 shall be liable for the debts, claims of whatever nature, obligations, or any form of encumbrance of Sector 1 in their respective or personal capacities.
18. All the actions by the Management Committee of Sector 1 or any of its members, in bona fide performance of their duties, will be regarded as to have been performed by Sector 1.
19. A member of the Management Committee of Sector 1 shall not be held liable in his or her personal capacity for conducting his or her functions and duties as determined or instructed unless such act or omission was performed:
 - 19.1 In a grossly negligent or intentionally wrongful manner; or

- 19.2 Was beyond the powers conferred on such person in terms of this Constitution; or
- 19.3 Beyond the authority or instruction given by the Management Committee of Sector 1.

OBJECTIVES

- 20. The objectives of Sector 1 are to:
 - 20.1 Establish and maintain partnerships between Sector 1 members, the community, stakeholders, faith-based organisations, non-governmental organisations, formal and informal business organisations, and other social organisations which serve the community.
 - 20.2 Promote communication between the SAPS, TMPD, Sector 1 and the community.
 - 20.3 Promote cooperation between the SAPS, TMPD, Sector 1 and the community, in fulfilling the needs of the community regarding policing.
 - 20.4 Improve the rendering of police services to Sector 1 members and the community.
 - 20.5 Improve transparency in the SAPS, and accountability of the SAPS, to Sector 1 members and community.
 - 20.6 Promote joint problem identification and problem-solving by the SAPS, TMPD, and Sector 1 members and community.
 - 20.7 Provide and promote guidance, and cooperation to Sector 1 members within area of jurisdiction of Sector 1.
 - 20.8 Ensure that this Constitution is aligned with the Constitution of the broader Forum.
 - 20.9 Ensure that all Sector 1 members comply with this Constitution.
 - 20.10 Assist Sector 1 members to grow membership of Sector 1.
 - 20.11 Function as a facilitator between Sector 1 members and the Forum to identify common crime patterns; and identify problems or areas of concerns within the area of jurisdiction of Sector 1, and act accordingly.

ASSETS OF SECTOR 1

- 21. All assets of Sector 1 will be used, solely towards the objectives of Sector 1 and its members.
- 22. No money will be paid or transferred, directly or indirectly, by way of dividend or bonus to any member of the Sector 1 Management Committee.
- 23. All assets of Sector 1 will vest in Sector 1, and
- 24. The members of Sector 1 shall be the beneficiaries of the assets held by it through a legal entity specifically created for the purpose.

COMPOSITION OF THE MANAGEMENT COMMITTEE

- 25. The Management Committee of Sector 1 shall consist of the following positions:
 - 25.1 Chairperson;
 - 25.2 Deputy-Chairperson;
 - 25.3 Treasurer;
 - 25.4 Control 1 Co-ordinator;
 - 25.5 Crime Prevention Officer;
 - 25.6 Training Co-ordinator;
 - 25.7 Public Relations Officer
 - 25.8 Secretary;

- 25.9 Administration Officer: Customer Care and Database Maintenance;
- 25.10 Administration Officer: Radio Communication and Training;
- 25.11 Youth and Schools Safety Co-ordinator;
- 25.12 The Chairpersons of the affiliated neighbourhood watches as defined in Annexure 11.
26. All persons referred to in paragraphs 25.1 to 25.12 will have voting rights on the Management Committee of Sector 1.
27. If the Chairperson of Sector 1 is unable to attend any Exco meeting or Exco Special Meeting, such Chairperson is entitled to be represented by the Deputy-Chairperson or any other designated member of the management committee of Sector 1 and the representative will have voting rights on the Exco.
28. The Sector 1 Chairperson may not serve on the Exco in any other capacity as the representative of Sector 1.
29. A person elected to the position of Chairperson, Deputy Chairperson, Secretary and Treasurer on the Management Committee of the Exco may not serve on the Management Committee of Sector 1.
30. Any changes to the composition of the Management Committee can be made by changing Annexure 4 pertaining to job descriptions.

EX OFFICIO MEMBERS

31. Persons representing any of the following organisations are considered ex officio members of the Sector 1 Management Committee:
- 31.1 Any SAPS member attached to the Sinoville police station acting in any capacity.
- 31.2 Any TMPD member attached to Region 2, Sector 2 of the TMPD acting in any capacity.
- 31.3 Ward Councillors within the area of jurisdiction of Sector 1.
- 31.4 Co-opted members for a specific task and duration. An unaffiliated neighbourhood watch in good standing.
32. The persons listed in paragraph 31.1 to 31.4 will have no voting rights on the Management Committee of Sector 1.

AUTHORISED SIGNATORIES OF SECTOR 1

33. Where the Management Committee of Sector 1 needs to sign documentation on behalf of Sector 1 to give legal effect to any transaction, including but not limited to power of attorney, deeds, contracts, and all such other documents that may have to be authorised, the authorised signatories of Sector 1 will be any two of the following:
- 33.1 The Chairperson.
- 33.2 The Deputy-Chairperson.
- 33.3 The Treasurer.

TERMS OF OFFICE OF MEMBERS OF THE MANAGEMENT COMMITTEE

34. The term of office of a Management Committee Member will be deemed to be five years.
35. General Election Meetings must take place within the same calendar year as the National Government Elections.

36. A person may not serve in the same position on the Management Committee for more than two full terms; and
37. If a person is elected to the Management Committee with less than three years remaining to the next end of term Election Meeting, it will be deemed that such period will be regarded as a full term.

DISSOLVEMENT OF SECTOR 1 MANAGEMENT COMMITTEE

38. The procedure to dissolve Sector 1 is contained in Annexure 5.

PROCEDURE TO ELECT MEMBERS TO THE MANAGEMENT COMMITTEE

39. Eligible candidates who are nominated for a vacant position on the Management Committee will follow the directions and prescriptions as contained in Annexure 6.
40. Only the following persons may serve on the Management Committee:
 - 40.1 Registered Sector 1 members residing within the boundaries of Sector 1.
 - 40.2 Members in good standing with Sector 1; and
 - 40.3 Members with no criminal record.

DISQUALIFICATION OF CANDIDATES

41. The following candidates are disqualified from being elected to serve on the Management Committee:
 - 41.1 Political office bearers.
 - 41.2 Persons that have made a false declaration on his or her nomination and acceptance form.
 - 41.3 Persons that have been found guilty in terms of the disciplinary code and which sanction is still in force or a person found guilty of misconduct with the exception of the sanction sentenced in terms of the Misconduct Policy.
 - 41.4 A serving SAPS or TMPD member.
 - 41.5 Persons under the age of 18 years.
 - 41.6 A person who gives up his or her membership in writing and requested to be removed as a member of Sector 1 for whatever reason.
 - 41.7 A person that is not in good standing with the Sector 1.
 - 41.8 A person not residing in the jurisdiction of the Sector 1.
 - 41.9 A business member of Sector 1.
 - 41.10 SAPS reservists.
 - 41.11 Serving employees of law enforcement agencies and the security services of the Republic listed in Section 199 of the Constitution of the Republic of South Africa, including the South African Police Service, the National Intelligence Agency, Metropolitan Police Departments, and traffic Police Departments.
 - 41.12 Owners and employees of private security companies that provide security services, including guarding, reaction, whether armed or not, and monitoring or having a vested business interest within the SAPS Sinoville's area of jurisdiction; and
 - 41.13 Owners and or employees of restaurants with bars or taverns where alcohol is sold.

THE NOMINATION OF CANDIDATES

42. A person nominated for a position on the Management Committee will follow the directions and prescriptions as contained in Annexure 6 and 7.

FINANCES OF SECTOR 1

43. The Management Committee may raise funds to support and advance the objectives of Sector 1.
44. The Management Committee must manage the financial affairs of Sector 1 in accordance with acceptable accounting practices and prepare an income and expenditure statement and a Balance Sheet that must be presented at each Sector 1 Annual General Meeting as well as Exco monthly meetings.
45. All financial records of Sector 1 must be audited by an independent auditor on an annual basis.
46. Sector 1 is a non-profit, community-based body that performs its functions to achieve the objectives as set out in this Constitution. No member of Sector 1 or its Management Committee is entitled to any remuneration on account of his or her membership or participation in the activities of Sector 1.
47. The financial year end of Sector 1 shall commence on 1 April of every year and shall end on 31 March of the next year.
48. The Management Committee of Sector 1 shall open and maintain a bank account in the name of Sector 1 at a registered bank in which all funds received by the Management Committee of Sector 1 shall be deposited.
49. No person may accept funds on behalf of the Management Committee of Sector 1, except where the Treasurer of the Management Committee has authorised such acceptance of funds by a member of the Management Committee of Sector 1 and such funds are deposited into the bank account of Sector 1 on the same day or the next business day, and proof of such deposit is provided to the Treasurer.
50. The Treasurer may incur expenditure on behalf of Sector 1 up to an amount as determined by the Management Committee from time to time. For any expenditure more than this amount, prior approval must be obtained from the Management Committee of Sector 1 for all such expenditure.
51. Receipts must be obtained for all expenditure and timeously submitted to the Treasurer and attached to the monthly report tabled at the Sector 1 Management Committee meeting.
52. An acceptable set of financial records will be maintained by the Treasurer and will be available to any Sector 1 member on request including the Exco of the Forum.
53. Any expenditure incurred will be applied solely towards the pursuit of Sector 1's objectives.
54. The Management Committee may, after receiving such a request in writing, and after having conducted a thorough investigation on the merits of a request, help any Sector 1 member, including monetary assistance, provided that such assistance will be in the interest of Sector 1 and in the furtherance of its stated objectives.
55. The Management Committee will not negotiate for, nor go into overdraft on the bank account of Sector 1.

RADIO INFRASTRUCTURE

56. The Exco will ensure the timeous payment of the ICASA licence fee for the frequencies allocated to the Forum.
57. The Exco will be the only point of communication between the Forum members and ICASA. The Exco is the sole owner of the Sinoville CPF radio Infrastructure and determination of usage and relevant call signs.

WEBSITE OF SECTOR 1

58. No contents on the website may be added, removed, or altered without the prior approval of the Management Committee.

ACCESS TO INFORMATION

59. Any registered member of Sector 1 has the right to request information pertaining to matters of Sector 1.
60. Such information must be requested through the Chairperson, and by following the prescribed procedure as contained in Sector 1's PAIA (Promotion of Access to Information Act, 2 of 2000) Manual.
61. This manual can be obtained from Sector 1's website.

REMOVAL OF MANAGEMENT COMMITTEE MEMBERS

62. An elected Management Committee member may be removed automatically from his or her position as follows if that member:
 - 62.1 Becomes disqualified.
 - 62.2 Becomes or is elected as a political office bearer.
 - 62.3 Has made a false declaration on his / her nomination and acceptance form.
 - 62.4 Is convicted of an offence in terms of the Criminal Procedure Act, 51 of 1977.
 - 62.5 When a vote of no confidence submitted and voted on has been passed against the relevant Management Committee member.
 - 62.6 After a due disciplinary hearing, has been found guilty of an offence.
 - 62.7 When a person ceases to be a registered member of the Forum for whatever reason.
 - 62.8 Resigns from the Management Committee.
 - 62.9 Is voted out of his /her position by a majority vote on the Management Committee.
 - 62.10 Is absent without an acceptable apology for a meeting for 3 (three) consecutive meetings, he or she will be automatically removed from his or her position.
 - 62.11 No longer has the capacity to fulfil his or her duties (e.g., long-term illness, work-related commitments).
 - 62.12 Fails to perform the required responsibilities to the satisfaction and consensus of the majority of the members of the Management Committee, the incumbent will, on request, vacate the position.

VOTE OF NO CONFIDENCE

63. A Vote of No Confidence can be brought against individual members of the Management Committee and or against the Management Committee as a whole as provided for in Annexure 8.

COMMUNICATION

64. Depending on the nature and urgency of the communication, the content and means of communication with members and the community shall be determined by the Management Committee of Sector 1.
65. Communication with members may take place in one or all the following means:
- 65.1 Via feedback through individual Management Committee Members.
- 65.2 At Sector 1 meetings.
- 65.3 Via electronic media as determined by the Management Committee of Sector 1.
- 65.4 Via radio network of the Sinoville CPF.
66. General communications with the public - All communications with the public, including information posted on the Sector 1 website, needs to be approved by the Management Committee of Sector 1.
67. Sensitive and confidential information - Information that is regarded as sensitive and or confidential must be approved by the Exco before the Management Committee of Sector 1 may release such information.
68. Urgent communication - Urgent communication, as determined by the Management Committee of Sector 1 or the Exco of the Forum, will be distributed in such a manner as will be deemed appropriate and the most effective under the circumstances, considering the sensitivity or confidentiality of the information.
69. Liaison with the media and media releases:
- 69.1 Sector 1 may not liaise directly or indirectly with the media or issue a media release. The Exco of the Forum is the only entity allowed to communicate with the media.
- 69.2 Only material that has been approved by the Exco of the Forum may be released to the media.
- 69.3 Only the Chairperson or Deputy-Chairperson of the Exco of the Forum is authorised to speak to any media.
- 69.4 Any requests from the media must be referred to the Chairperson or Deputy-Chairperson of the Exco of the Forum.
70. Classified SAPS information - No classified information of whatever nature may be distributed. Only information released by SAPS for distribution may be published.
71. All information disseminated will be done in accordance with the prescriptions contained in the Forum's PAIA Manual and will adhere to the requirements determined in the Protection of Personal Information Act, 4 of 2013 ("POPIA").

MEETINGS AND PROCEDURES

72. This Constitution makes provision for the following types of meetings that can take place:
- 72.1 Annual General Meeting.
- 72.2 Special General Meeting.

- 72.3 Election Meeting.
- 72.4 Special Election Meeting.
- 72.5 Management Committee Meeting.
- 72.6 Special Management Committee Meeting.
- 72.7 Broad Forum Meeting; and
- 72.8 Public Information Meeting.
- 73. Meetings will take place in accordance with the procedures contained in Annexure 6.

MEETINGS AND KEEPING OF RECORDS

- 74. All records of meetings and minutes taken, and resolutions passed must be kept by the Secretary of Sector 1 in hard copy and electronic format for a minimum period of 5 years.

DISCIPLINARY PROCEDURE AND MISCONDUCT

- 75. A member of Sector 1 will abide by the Code of Conduct and will take note and adhere to the requirements as stipulated in the Misconduct Policy.
- 76. Any member, who fails to comply with the Code of Conduct and makes himself or herself guilty of transgressing the Code of Conduct and Misconduct Policy, will be subjected to the Disciplinary Procedure and sanctions.
- 77. The Code of Conduct is contained in Annexure 2.
- 78. The Disciplinary Procedure is contained in Annexure 9.
- 79. The Misconduct Policy is contained in Annexure 10.

AMENDMENT OF SECTOR 1'S CONSTITUTION

- 80. This Constitution may only be amended during an AGM or SGM called for such purpose.
- 81. The Management Committee may propose an amendment to the Constitution.
- 82. The proposed amendments will be published for public comment for a period of 14 days whereafter the proposed comments will be considered / amended within 7 days. The amended Constitution will then be re-circulated for a second round of public comments for a period of 3 days, whereafter no further comments will be allowed. The final version of the Constitution will be published on Sector 1's website prior to the relevant meeting where the proposed changes are to be voted upon.
- 83. Notice of the proposed amendments must be advertised as per the requirements of an AGM or SGM.
- 84. The Constitution can only be amended by a two thirds majority of the persons present and voting at the AGM or SGM convened for that purpose before such amendment will come into effect.
- 85. In the case where any discrepancies exist between the constitution of Sector 1 and that of the Forum, the constitution of the Forum will retain precedence.

DISSOLUTION

- 86. The Management Committee of Sector 1 may be dissolved at an AGM, or at an SGM called for that purpose after consultation with the Exco of the Forum.
- 87. The Management Committee of Sector 1 may be dissolved:

- 87.1 If it is dysfunctional, when there are less than 50% elected members left serving, measured upon the availability of elected positions on its management committee or,
- 87.2 If the Management Committee cannot function properly due to internal disputes and strife, or,
- 87.3 If there is an irreversible breakdown of trust between the Management Committee of Sector 1 or the Exco of the Forum.
- 87.4 If it is confirmed that the internal strife or dispute is at a stage where the lives of members of Sector 1 are being threatened.
88. Before the Management Committee of Sector 1 is dissolved, attempts should first be made to address the dispute or strife through the Dispute Resolution process.
89. In the event of the dissolution of the Management Committee of Sector 1 its assets will be disposed as follows:
 - 89.1 If the reason for dissolution is the establishment of an alternative body that will continue the work of Sector 1, then such a body shall inherit the assets of Sector 1.
 90. If the reason for dissolution is the outright cessation of the activities of Sector 1, then the assets of Sector 1 shall be transferred to the Exco of the Forum who will function as custodian of such assets until such time as a new Management Committee has been established, whereafter such assets will be transferred to the new Management Committee.

LIST OF ANNEXURES TO THE CONSTITUTION

91. All Annexures, policies, procedures, and resolutions passed by the Management Committee although not included in the Constitution referred to in table 1 below shall be deemed to form part of this Constitution with the provision that, paragraphs 80 to 84 of this Constitution does not apply to the amended annexures.
92. Any amendment to the Annexures, policies, procedures, and resolutions passed by the Management Committee can be made by the Members of the Management Committee at a Management Committee Meeting or Special Management Committee meeting as provided for in this Constitution.
93. Any amendment made to the Annexures, policies, procedures, and resolutions passed by the Management Committee shall be conveyed to its members through the respective management committee members of Sector 1 in the prescribed manner of communication.
94. The representatives shall convey these amendments to its members and such changes shall become effective on a date determined by the Management Committee within a period of 30 days from effective date.

POLICIES AND PROCEDURES AND RESOLUTIONS PASSED

95. The Management Committee is mandated to draft and implement policies and procedures from time to time in support of orderly conformance and compliance as the Management Committee may deem fit.
96. These policies, procedures, and resolutions passed and adopted by the Management Committee shall be implemented within 30 days from the date of adoption of the policy or procedure.

LIST OF ANNEXURES

ANNEXURE 1	MEMBERSHIP APPLICATION FORM
ANNEXURE 2	CODE OF CONDUCT
ANNEXURE 3	AUTHORITY AND DUTY OF THE MANAGEMENT COMMITTEE
ANNEXURE 4	ROLES DUTIES AND FUNCTIONS OF THE MANAGEMENT COMMITTEE
ANNEXURE 5	DISSOLVEMENT OF SECTOR 1
ANNEXURE 6	PROCEEDINGS AT MEETINGS
ANNEXURE 7	NOMINATION AND ACCEPTANCE FORM
ANNEXURE 8	VOTE OF NO CONFIDENCE
ANNEXURE 9	DISCIPLINARY PROCEDURE
ANNEXURE 10	MISCONDUCT
ANNEXURE 11	POLICY TO PROMOTE & ESTABLISH AFFILIATION AS A NEIGHBOURHOOD WATCH BY STAKEHOLDERS OBJECTIVES

**ANNEXURE 1
TO THE SINOVILLE CPF SECTOR 1 CONSTITUTION**

MEMBERSHIP APPLICATION FORM



CPF COMMUNITY IN BLUE REGISTRATION FORM

FOR OFFICIAL USE BY THE POLICE STATION

Registration Reference No

OFFICIAL DATE STAMP

A FOR OFFICIAL USE BY THE POLICE STATION WHERE REGISTRATION CAPTURED

Province	Gauteng				
District	Tshwane				
Police Station	Sinoville				
Recruitment Official					
Date of Recruitment					
Fingerprints taken	Yes		No		
Fingerprints submitted for screening	Yes		No		
Outcome of Screening	Recommended		Not Recommended		
Community Police Official					
	Rank	Initials & Surname	Member No	Signature	Date

B. INFORMATION OF THE APPLICANT TO BECOME A COMMUNITY IN BLUE MEMBER

Sub-Forum		Radio User	
Business or Residential Member			
Type of Citizenship (Indicate with an X)			
Identity Number of Applicant			
Surname		Initials	
Full Names			
Age		Gender	
Physical Residential Address			
Occupation			
Name of Employer/ Company			
Physical Business Address			
Contact Details	Home	Cell Phone	
E-Mail Address			
Marital Status			
Particulars of Next of Kin (Spouse/ Partner)		Cell Phone	
Do you have a criminal record?		Details or Case No	
I want to be involved in the following activities of the CPF			
Patroller (radio users only)		Administrative Duties	
Radio Controller (radio users only)			
Declaration by the Applicant:			
<ol style="list-style-type: none"> 1. I am aware that it is an offence to make a false statement and that all the information in this application is true and correct. 2. I have read, understand and undertake to abide to the relevant sub-forum Constitution and its annexures. 3. I consent to providing my personal information to verify my criminal record status and that this information can be used by the CPF and partner organisations to render assistance in the case of an emergency. 4. I attach hereto a copy of my SA Identification book or Identification card with my proof of residence. 			
Applicant Signature		Date	
CPF Chairperson		Date	
Radio Make		Radio Model	
Radio Serial No			
Call Sign			

SINOVILLE CPF SECTOR 1

HOW TO BECOME A MEMBER

1. Visit our website: www.scpfsector1.co.za/
2. Click on **MEMBERSHIP AND RENEWAL** tab.
3. Download: **"Membership Application Form"** and **"Code of Conduct"**
4. Complete **"Membership Application Form"**, read and sign **"Code Of Conduct"**
5. Do EFT payment into Bank Account

Name of Bank	FIRST NATIONAL BANK
Name of Account	CPF SECTOR 1
Type of Account	Current
Branch Name	KOLONNADE
Branch Code	251037
Account Number	622 285 195 52
Reference	Member Name and Surname / Your Street Address

6. Email the following to admin@scpfsector1.co.za
 - a. Completed **Membership Application Form**
 - b. Signed **Code of Conduct**
 - c. **Proof of Payment**
 - d. **Copy of ID Document**
 - e. **Proof of Address** (e.g., Electricity bill)
7. You will receive a Welcome Letter with your new call sign

WELCOME !!!!

YOU ARE NOW A MEMBER OF SECTOR 1 OF THE SINOVILLE CPF

**ANNEXURE 2
TO THE SINOVILLE CPF SECTOR 1 CONSTITUTION**

CODE OF CONDUCT

CODE OF CONDUCT FOR MEMBERS OF THE SINOVILLE CPF AND COMMUNITY IN BLUE PATROLLERS

- 1. This Code of Conduct will be binding on all Members of the Forum. Any Member who contravenes this Code of Conduct will be subjected to a Disciplinary Procedure and Misconduct Policy.
- 2. All members will, while on duty as a patroller, controller, or radio user:
 - 2.1 Act in a manner that will uphold and promote the objectives and principles of the Forum.
 - 2.2 Not exploit their membership to the Forum for their own personal advantage.
 - 2.3 Serve the Forum in an unbiased and objective manner.
 - 2.4 Not display racism, nor sexual, nor religious discrimination, nor use any form of discrimination or abuse towards any other person.
 - 2.5 Not divulge to any person or organization, any confidential or privileged information that the member has acquired as a result of his/her membership of the Forum.
 - 2.6 Not distribute any rumours about members of the Forum.
 - 2.7 Not address the media, or make public announcements, in matters connected to the business of the Forum without the authority of the Forum’s Exco.
 - 2.8 Not accept any payment, commission, or gratuity in connection with his/her membership to the Forum, except after being authorised to do so by the Forum’s Exco.
 - 2.9 Not be allowed to participate in the activities of the Forum if suspected to be under the influence of any illegal substance or alcohol or smell of alcohol while performing a function and or duties at the Forum. This also applies to the use of prescription and non-prescription drugs that may be deemed to negatively impair sound judgement.
 - 2.10 Not make a member who donates or provide a service or utility entitled to any privilege or remuneration or exempt him/her in any manner or form from his/her duties and obligations as a member.
 - 2.11 Declare any conflict of interest and must recuse him/her from any decision or vote in which there is a conflict of interest, financial or otherwise.
 - 2.12 Assist the Sinoville SAPS/TMPD, as directed by the Sinoville SAPS/TMPD, in a lawful manner in the carrying out of their duties.
 - 2.13 While standing off at any situation or withdraw from patrol inform the radio controller.
 - 2.14 Wear appropriate clothing with clear insignia to identify them as Sinoville CPF patrollers.
 - 2.15 Only qualify as patrollers after successful completion of the Forums Patrol Training program and may only then participate as a patroller on their own.
- 3. The Forum will not be aligned to any political party.

By signing this Code of Conduct I confirm that I will adhere to and abide by the instructions contained herein.

SIGNATURE OF MEMBER	DATE

ANNEXURE 3
TO THE SINOVILLE CPF SECTOR 1 CONSTITUTION
AUTHORITY AND DUTY OF THE MANAGEMENT COMMITTEE

AUTHORITY AND DUTY OF THE MANAGEMENT COMMITTEE

The management committee has the authority and duty to:

1. Institute and conduct, defend, compound, or abandon any legal proceedings by or against Sector 1, as the case may be.
2. Utilise the assets of Sector 1 for its objectives, members and community.
3. Appoint at its own discretion, sub-committees and direct matters and allocate tasks to these committees and co-opt any person to serve on these committees.
4. Maintain and supervise efficient control over Sector 1 members and the administration of Sector 1.
5. Make urgent rulings as may be necessary from time to time.
6. Make available resources or render such services to the SAPS and or TMPD, whether on request or out of own accord, on such terms and conditions as the Management Committee deems necessary.
7. Make donations in any form to the SAPS and or TMPD to assist the SAPS and or TMPD in preventing crime.
8. Initiate community-based crime-prevention projects in Sector 1.
9. Acquire, hold, lease and hire any property, whether immovable or movable.
10. Enter into written contracts with suppliers.
11. Appoint one or more persons to assist the Treasurer to take charge of and administer funds of Sector 1.
12. Open, operate and or close bank accounts in the name of Sector 1.
13. Utilise any income derived from Sector 1 members or from any other source in its own discretion, provided that such expenditure will always be in the interest of Sector 1 members or in the furtherance of Sector 1's objectives.
14. Apply its surplus income in promoting Sector 1's objectives and will not, at any time, make any distribution or pay any dividend or surplus to any of its members.
15. Invest, reinvest, and deal with any monies of Sector 1 not immediately required for the purposes of the day-to-day management of Sector 1 as it may deem fit and from time to time to vary or realise such investments.
16. Accept donations from external sources without any attached conditions attached to such donation.
17. Arrange and conduct fundraising activities in the name of Sector 1 and collect and receive money for or on behalf of Sector 1.
18. Appoint accounting officers on an annual basis as approved at the AGM.
19. Remove any Management Committee member from office before the expiry of his or her term of office and to dismiss any of them, subject to the due disciplinary process as provided for in the disciplinary procedure.
20. Appoint remunerated staff members, whether on a permanent or temporary basis, to assist the Management Committee of Sector 1 to perform its roles, functions, and duties.
21. Nominate any such person as it deems fit and proper to represent Sector 1 at external meetings and to attend to any matter that could be attended to by Sector 1.

22. Co-opt any person(s), excluding the Chairperson or the Vice Chairperson, who have required expertise in any field necessary onto the Management Committee of Sector 1 to fulfil the objectives of Sector 1 provided that such so co-opted person shall not have any voting rights.
23. Co-opt any person, excluding the Chairperson and Vice Chairperson, onto the Management Committee of Sector 1 for a period of no longer than Ninety (90) days to fill any vacancy that has arisen, provided that such co-opted, person will have no voting rights on the Management Committee of Sector 1.
24. Suspend or terminate the membership of any member who has been found guilty at a disciplinary hearing and where the sanction makes provision for such suspension or termination.
25. Revoke, suspend, terminate, or amend the right of any person to utilise the radio frequency of the Forum at any time and or to instruct the any person to bring in his or her radio to have the Forum's radio frequency on such radio removed, if after an investigation and the disciplinary process has found the member guilty of contravening the radio usage policy.
26. Dissolve the Management Committee of Sector 1 if it becomes dysfunctional or function contrary to the directives of the Interim Regulations or act contrary to the spirit of the Forum.
27. Establish a Youth Desk in line with the provisions of the National Youth Policy.
28. The Management Committee of Sector 1 has the duty to:
 - 28.1 Report gross negligence or dereliction of duty on the part of any member of the SAPS to the Exco of the Forum.
 - 28.2 Through the structures provided for in this Constitution receive and process complaints by the public against the SAPS.
 - 28.3 Act as mediator between the SAPS and Sector 1 members.
 - 28.4 Develop a programme to address crime tendencies in the area of jurisdiction of Sector 1 and review the program annually in cooperation with the SAPS.
 - 28.5 Hold monthly management meetings as well as all the other mandatory and statutory meetings.
 - 28.6 Act as facilitator in disputes between Sector 1 members.
 - 28.7 Establish and maintain sustainable communication channels such as electronic and printed media. It is required to maintain a website for Sector 1.
 - 28.8 Ensure that proper minutes and records of all meetings are kept.
 - 28.9 Ensure resolutions passed are numbered, dated, and signed and filed in a resolution register book; and
 - 28.10 Provide a standardised membership application form.

ANNEXURE 4
TO THE SINOVILLE CPF SECTOR 1 CONSTITUTION
ROLES DUTIES AND FUNCTIONS OF THE MANAGEMENT COMMITTEE

THE CHAIRPERSON

The Chairperson:

1. Will preside over meetings of Sector 1;
2. Ensure the execution of all decisions of the Management Committee;
3. Represent Sector 1, as and when it is necessary;
4. Will be the Sector 1 representative at all levels above Sector level regarding Community Policing matters;
5. Report on the functioning of Sector 1 to levels above Sector level, as and when required;
6. Report back to the Management Committee on matters relevant to Sector 1 discussed at levels above Sector level. Such feedback will be recorded in the minutes of the Management Committee Meeting;
7. Liaise with the Sinoville SAPS, Metro Police and other community-based organisations as and when required and report back to the Management Committee Meeting on such liaisons. Such feedback will be recorded in the minutes of the Management Committee Meeting;
8. Will report on the state of the Sector at the monthly Management Committee Meeting;
9. Will submit such reports reflective of the activities of the work of Sector 1 at the AGM;
10. Will supervise all work of Sector 1 in conformity with the Constitution and rules of procedures agreed upon by Sector 1;
11. May, if circumstances so dictate, approach the Forum's Exco, for intervention, assistance or advice, in the general interest of the community;
12. The Chairperson may, from time to time, and as circumstances dictate, delegate some of his duties, functions and responsibilities to the Deputy-Chairperson and / or any elected Management Committee member;
13. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
14. Any such ad hoc tasks conferred upon the Chairperson and minuted, must be communicated to the members of Sector 1.

THE DEPUTY-CHAIRPERSON

15. In the absence of the Chairperson for whatever reason, or when so requested by the Chairperson, the Deputy-Chairperson of the Management Committee will assume the same role, duties and function as the Chairperson as set out above.
16. The Deputy-Chairperson will have overall responsibility for:
 - 16.1 Radio communications and related matters;
 - 16.2 Disciplinary matters;
17. The Deputy-Chairperson will have oversight over:
 - 17.1 Finances; and
 - 17.2 The assets of Sector 1.
18. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
19. Any such ad hoc tasks conferred upon the Deputy-Chairperson and minuted, must be communicated to the members of Sector 1.

THE TREASURER

The Treasurer:

20. Is responsible for the finances of Sector 1 and will ensure compliance with Generally Accepted Accounting Practice;
21. Will, together with the Chairperson or Vice-Chairperson of the Management Committee, operate a banking account on behalf of Sector 1;
22. Will keep accurate and up to date accounting records to clearly reflect the financial position of Sector 1;
23. Will submit financial statements to the Management Committee at each of its regular monthly meetings;
24. Will table audited financial statements at every AGM of Sector 1;
25. Will table a budget at every AGM;
26. Will, in each financial year, cause the accounting records of Sector 1 to be verified, in accordance with Generally Accepted Accounting Practices, by a qualified and duly appointed accounting officer;
27. Compile and maintain an asset register of Sector 1;
28. Will ensure that all assets of the Sector 1 are adequately insured and / or provision is made for replacing of assets;
29. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
30. Any such ad hoc tasks conferred upon the Treasurer and minuted, must be communicated to the members of Sector 1.

THE CONTROL 1 CO-ORDINATOR

The Control 1 Co-Ordinator is responsible for:

31. The recruitment and training of volunteers for Control 1 radio control operations;
32. Setting up of the Control 1 duty roster and making it available to Control 1 Operators by way of appropriate media;
33. Communication to Control 1 Operators, ensuring that they are in possession of procedural guidelines and telephone numbers of SAPS, Emergency Services and Crisis Councillors;
34. Discipline of Control 1 Operators, in conjunction with the Deputy-Chairperson; and
35. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing.

THE CRIME PREVENTION OFFICER

The Crime Prevention Officer will:

36. Liaise with the Forum's Crime Prevention Officer and the Sinoville SAPS Sector 1 Manager on a regular basis;

37. Monitor the Sinoville SAPS Crime Prevention initiatives and report any aspect which is lacking, to the Sector 1 Management Committee, the Forum's Crime Prevention Officer and / or the Sinoville SAPS Manager;
38. Attend joint meetings between the Sinoville SAPS Sector Manager and all other role players, specifically relating to Crime Prevention;
39. Gather and consolidate crime intelligence from Sector 1 and present it to the Management Committee meetings, the Forum's Crime Prevention Officer and / or the Sinoville SAPS Manager;
40. Attend a monthly sub-committee Crime Prevention Officer's meeting with the Forum's Crime Prevention Officer;
41. Present a crime prevention overview at the AGM;
42. Present a crime prevention overview at the monthly Management Committee meeting;
43. Report all emergency crime prevention related matters to the Chairperson of Sector 1; and
44. Liaise with other Crime Prevention Officers of the neighbouring Sectors to formulate a joint Crime Prevention Plan.

THE PUBLIC RELATIONS OFFICER

The Public Relations Officer will:

45. Promote the image of Sector 1 to the community;
46. Promote the business and activities of Sector 1;
47. Develop promotional materials, when needed;
48. Maintain the website of Sector 1;
49. Handle general enquiries of the Sector 1 community;
50. Negotiate sponsorships;
51. Provide assistance, when required, with branding and advertising;
52. Conduct market research, when needed;
53. Recruit prospective new members;
54. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
55. Any such ad hoc tasks conferred upon the PRO and minuted, must be communicated to the members of Sector 1.

TRAINING CO-ORDINATOR

The Training Co-ordinator is responsible for:

56. Developing a training strategy, in conjunction with the Forum's Training Co-ordinator;
57. Conduct a training needs analysis for radio users, patrollers and Control 1 operators, in conjunction with the Sector 1 Management Committee and the Forum's training co-ordinator;
58. Developing training material in conjunction with the Forum's training co-ordinator for the training of radio users, patrollers and Control 1 operators;
59. Developing and communicating a monthly training schedule and communicate same to the Forum's Training Co-ordinator;

60. Co-ordinating Sector 1's attendance of joint training sessions of the Forum's as required, from time to time;
61. Identifying suitable trainers within Sector 1 and ensure that they are trained to assist with training;
62. Keep a database of all trainers;
63. Keep record of all training conducted;
64. Attending all Forum's meetings with all Sector's training co-ordinators where training matters will be discussed;
65. Ensuring that training equipment is taken care of and kept in a good serviceable condition;
66. Regularly review training requirements with all stakeholders, update where necessary and communicate such to the Forum's training co-ordinator;
67. Reporting on the state of training at the monthly Sector 1 Management meetings and at the AGM;
68. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing;
69. Any such ad hoc tasks conferred upon the Training Co-ordinator and minuted, must be conveyed to the members of Sector 1; and
70. The training Co-ordinator must, with regards to radio programming:
 - 70.1 Co-ordinate the programming of Sector 1 radio's;
 - 70.2 Identify suitable radio programmers within Sector 1 and ensure that they are trained to assist with the programming of radio's; and
 - 70.3 Keep a database of all radio programmers.
71. The Training co-ordinator must assist the Forum's Training co-ordinator with the controlling of the Forum's Control Room ("JOC").

THE SECRETARY

The Secretary will:

72. Take and compile minutes of all meetings of Sector 1 in accordance with the requirements of this Constitution and keep a record thereof, including Resolutions passed in a Resolution Register;
73. Arrange and give notice of all meetings in accordance with procedures;
74. Perform administrative functions associated with the duties of Secretary;
75. Further the interest of Sector 1 as directed by the Management Committee;
76. Manage and keep scanned copies of all Sector 1 member application forms in a secure location;
77. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
78. Any such ad hoc tasks conferred upon the Secretary and minuted, must be conveyed to the members of Sector 1.

THE ADMINISTRATIVE OFFICER: CUSTOMER CARE AND DATABASE MAINTENANCE

The Administrative Officer: Customer Care and Database Maintenance is responsible for:

79. Capturing al new applications data on the system;
80. Maintaining the admin mailbox;
81. Invoicing all existing and new members for any items ordered (radios, clothing, car magnets, house boards, etc.);
82. Ordering from suppliers as per orders received from members;
83. Maintaining the membership database;
84. Handling all queries on the Admin phone;
85. Updating all relevant admin documents, where necessary;
86. Communicating with members on events;
87. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
88. Any such ad hoc tasks conferred upon the Administrative Officer: Customer Care and Database Maintenance and minuted, must be conveyed to the members of Sector 1.

THE ADMINISTRATIVE OFFICER: RADIO & COMMUNICATION AND TRAINING

The Administrative Officer: Radio and Communication and Training is responsible for:

89. Checking the admin file daily and for radios ordered;
90. Allocate a radio from the Radio Spread sheet;
91. Update the database with the Call sign and Radio serial number;
92. Allocate a battery from the "Battery" spread sheet for batteries ordered;
93. Allocating call-signs to new members;
94. Maintenance on all call signs;
95. Programming of radios and linking with call signs;
96. Print a delivery receipt and put it in the radio box;
97. Print a copy of the radio guidelines and put it in the box;
98. Communicate with the client that the radio is ready for collection;
99. The person will attend training and receive their radio at the training session;
100. Updating of radio file and admin file after training and collection of radios/battery;
101. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
102. Any such ad hoc tasks conferred upon the Administrative Officer: Radio and Communication and Training and minuted, must be conveyed to the members of Sector 1.

THE YOUTH AND SCHOOL SAFETY CO-ORDINATOR

The Youth and School Safety Co-ordinator will:

103. Liaise with the Youth and School Safety Co-ordinator of the Forum to develop a joint Substance Abuse Education Program;
104. In conjunction with the Forum's Youth and School Safety Co-ordinators, liaise with schools within Sector 1's area of jurisdiction as to their drug and alcohol abuse education plans;
105. Attend joint meetings with the Forum's Youth and School Safety Co-ordinator, Sinoville SAPS Sector Managers, Metro Police Representatives, Sector Crime Prevention Officers and school

principals to assist with the development, implementation and monitoring of educational programs on substance abuse and school safety;

106. Ensure intelligence relating to drug trafficking, drug abuse and alcohol usage amongst school pupils are gathered and consolidated and communicate it to such school / principal, if necessary;
107. Attend a Quarterly Sub Committee on Youth and Schools Safety meeting with the Forum's representatives;
108. Create or ensure that a Substance Abuse Education Plan is in place and is consistent with the needs of Sector 1;
109. Report all known Substance Abuse incidents to the School Safety Co-ordinator, Crime Prevention Officer and Chairperson of Sector 1;
110. Present talks at local churches and schools on the topic of Substance Abuse, as experienced in Sector 1;
111. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
112. Any such ad hoc tasks conferred upon the Youth and School Safety Co-ordinator and minuted, must be conveyed to the members of Sector 1.

**ANNEXURE 5
TO THE SINOVILLE CPF SECTOR 1 CONSTITUTION**

DISSOLVEMENT OF SECTOR 1

DISSOLVEMENT OF SECTOR 1 MANAGEMENT COMMITTEE

1. When Sector 1's Management Committee becomes dysfunctional or functions contrary to the directives of the Interim Regulations or act contrary to the spirit of the Forum then Sector 1's Management Committee may be dissolved and the following shall apply:
 - 1.1 During an enquiry, Sector 1's Management Committee will be afforded the opportunity to present its case to the Exco of the Forum.
 - 1.2 During such discussions, the SAPS Station Commander or his or her designated representative must be present.
 - 1.3 The Exco of the Forum and the SAPS Station Commander will consider all representations made to it and make a final decision.
2. Should the decision be made to dissolve the Management of Sector 1 the Exco of the Forum will:
 - 2.1 Consider Sector 1's Management Committee as automatically dissolved.
 - 2.2 Appoint any such person including Exco members of the Forum, it may deem necessary to assist the Exco in the management of Sector 1.
3. The Exco of the Forum is bound to manage Sector 1 in terms of the provisions of the approved Constitution of Sector 1 whose Management Committee functions it has assumed and in the event of conflict between the Exco of the Forum's Constitution and Sector 1's Constitution, the former shall prevail.
4. The Exco of the Forum will facilitate the election of a new Management Committee, within 90 (ninety) days of date of dissolution or any other timeframe as agreed to with the Exco of the Forum.
5. Where elections are called to elect new Management Committee members of Sector 1, elections shall be held in terms of the approved Constitution of Sector 1.
6. A dissolved Management Committee may appeal against the decision.
7. Reasons and decisions regarding the dissolution must be minuted and communicated to the Forum members within 7 days by the Secretary.

**ANNEXURE 6
TO THE SINOVILLE CPF SECTOR 1 CONSTITUTION**

PROCEEDINGS AT MEETINGS

PROCEEDINGS AT MEETINGS

THE NOMINATION OF CANDIDATES

1. A person nominated for a position on the Management Committee of Sector 1 must be a member of Sector 1;
2. The nominee shall consent to have their fingerprints taken for the purpose of security clearance and or background checks;
3. A person can be nominated for more than one position on the Sector 1 Management Committee;
4. Current Sector 1 Management Committee members can be nominated for re-election, subject to the conditions listed in paragraphs 34 to 37 of this Constitution;
5. Nominations for Sector 1 Management Committee positions close 72 hours before the date and time of the Election Meeting;
6. Only an original completed and signed nomination and acceptance form (Annexure 7), will be acceptable for a nomination to be valid. By signing the nomination and acceptance form, the nominee declares that he/she has read the duties and functions of the position being nominated for and has the ability and capacity to perform the responsibilities.
7. The nomination and acceptance form (Annexure 7) must be completed and signed by all the following:
 - 7.1 The Chairperson or the Deputy-Chairperson of Sector 1. If they are not available, their nominated representative;
 - 7.2 The nominator (nomination);
 - 7.3 The nominee (acceptance).
8. The duly signed and completed nomination forms are to be handed to the Secretary of Sector 1 on or before the deadline. The Secretary of Sector 1 must inform the members of Sector 1 of all nominations received in writing within 24 hours after the close of the nominations.
9. Where only one person is nominated for a specific position on the Sector 1 Management Committee, s/he shall automatically be elected to such position.

PROCEEDINGS AT THE ELECTION MEETING

10. The Secretary must prepare a ballot paper for each position with the names of the persons nominated for the respective positions;
11. A record of the number of ballot papers issued to eligible voters must be kept, and such number of ballot papers will not exceed the number of eligible voters;
12. The Electoral Officer will preside over the Election Meeting;
13. Voting shall take place by way of ballot;
14. Each eligible voter shall receive a ballot paper for each position to be voted upon, which he or she must complete and place into the designated sealed receptacle which will be under the control of the Electoral Officer at all times;
15. After all eligible voters have voted, the Electoral Officer will declare the voting to be closed and the Electoral Officer will open the sealed receptacle containing the votes in full and open view of those present at the Election Meeting;
16. The Electoral Officer and appointed assistant(s) will count the votes and will write down the number of votes received by each candidate;

17. The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate;
18. The Electoral Officer will announce the winning candidate(s);
19. If the counts of the Electoral Officer and the said independent person does not agree, the Electoral Officer and the independent person will recount the votes until their counts agree;
20. The nominee with the most votes is automatically appointed to the relevant position;
21. All ballot papers will be stored for safekeeping by the Secretary for a period of 90 days;
22. An aggrieved party may request access to such ballot papers within the 90-day period from the Secretary;
23. Where a person is nominated for more than one position and gets elected to a position, he or she will automatically not be eligible for election to the other nominated position(s).
24. No nominations will be accepted from the floor.

SEQUENCE OF VOTING

25. Regardless of the type of election meeting, the sequence of voting will be as follows:
 - 25.1 Chairperson,
 - 25.2 Deputy Chairperson,
 - 25.3 Treasurer,
 - 25.4 Control 1 Co-Ordinator,
 - 25.5 Crime Prevention Officer,
 - 25.6 Training Co-ordinator,
 - 25.7 Public Relations Officer,
 - 25.8 Secretary,
 - 25.9 Administration Officer: Customer Care and Database Maintenance,
 - 25.10 Administration Officer: Radio Communication and Training,
 - 25.11 Youth and Schools Safety Co-ordinator,
 - 25.12 Any other position(s) that may exist at that time.

TIED VOTES

26. In the event of a tied vote where there are two or more nominees, a second round of voting will take place;
27. The nominee who received the most votes will automatically be elected to the position;
28. In the event of a second round of voting, a new set of ballot papers will be issued to the eligible voters;
29. The second round of ballot papers will be marked "Second Round".
30. If the second round also results in a tied vote, the Electoral Officer will choose the winner by way of drawing of lots;
31. The drawing of lots, where applicable, will take place in full and open view of all present at the Election Meeting;

CO-OPTED MEMBERS IN THE EVENT THAT NO NOMINATION HAS BEEN RECEIVED

32. In the event that no nominations for a specific position was received, the Management Committee of Sector 1 will have the power to co-opt any person, being a registered member

of Sector 1 during a subsequent Management Committee meeting, to fill the relevant position for a period not exceeding 90 days. Such a co-opted member will have no voting rights. This specifically excludes the Chairperson and Deputy Chairperson. In the absence of a Chairperson, the Deputy Chairperson will assume the rolls and responsibilities of the Chairperson.

33. The position for which a member has been co-opted to the Management Committee of Sector 1 must be advertised within 90 days after such Election Meeting where no nominations was received.

KEEPING OF MINUTES AND OTHER RECORDS OF MEETINGS

34. The following points apply to minute taking at formal meetings of Sector 1. The Secretary will keep minutes of all meetings, regardless of the type of meeting;
35. Minutes of meetings must be kept for a minimum of five years;
36. The minutes should contain:
 - 36.1 The name of the Sector 1;
 - 36.2 The type of meeting;
 - 36.3 The date, time, and place of the meeting;
 - 36.4 The names of the people attending the meeting;
 - 36.5 The person who acted as Chairperson and Secretary of the meeting;
 - 36.6 Bearing in mind the different quorum requirements for various types of meetings, whether there was a quorum for the specific type of meeting in question or not;
 - 36.7 Any apologies;
 - 36.8 Approval of the Agenda;
 - 36.9 Any amendments to the minutes of the previous meeting;
 - 36.10 The names of the members who proposed and seconded the adoption of the minutes;
 - 36.11 Any points of order and whether the Chairperson accepted or rejected them and what the reasons were;
 - 36.12 The results of voting that had taken place;
 - 36.13 All resolutions taken, and responsibilities allocated;
 - 36.14 Any reports tabled, including those from affiliated neighbourhood watches; and
 - 36.15 The guest speaker/s, if any, and his or her presentation;
37. The Minutes and Resolutions arising out of Meetings shall be prima facie confirmation of the matters stated therein and must be signed by the Chairperson and Secretary. Resolutions shall be recorded in a resolution register.

ANNUAL GENERAL MEETING (AGM- 21 DAYS NOTICE)

38. The registered members of Sector 1 in good standing, present at the AGM will form a quorum;
39. Voting at an AGM will take place by way of show of hands;
40. A person nominated by Management Committee of Sector 1 will count the number of votes (hands);
41. The majority required for vote to be passed at an AGM is 50% + 1 of the registered members of Sector 1 in good standing, present at the AGM, provided that for a Vote of No confidence to be passed, or a change in the Constitution, a majority of at least two-thirds is required.
42. In the event of a tied vote at an AGM, the Chairperson will have the deciding vote.

NOTICE OF AGM

43. A notice of an AGM must be displayed at the SAPS Sinoville, formally communicated to the management of Sector 1 and as widely as possible within the area of jurisdiction of Sector 1 taking into account time and cost considerations and must contain the following details:
 - 43.1 That it is an AGM;
 - 43.2 Date,
 - 43.3 Time;
 - 43.4 Place.
 - 43.5 Contact details of Sector 1's or any other person that can provide more details about the AGM.
44. The notice of an AGM must be given no longer than 30 days and not less than 21 days before the AGM is scheduled to take place;
45. An AGM must be held within 6 months from the financial year end.

SPECIAL GENERAL MEETING (SGM- 14 DAYS NOTICE)

46. An SGM may be called at any time by at least 50 (fifty) registered members of Sector 1 by way of a written request, clearly setting out the matters to be discussed to the secretary of the Management Committee of Sector 1 accompanied by a schedule bearing the names, surnames, contact details and signatures of such members.
47. Convening of an SGM requires the Secretary to, within 5 days of the receipt of such a request, publish a notice of the SGM, the date of which must not less than 14 days before the meeting is scheduled to take place;
48. The notice of an SGM must be displayed at the SAPS Sinoville, formally communicated to the Chairpersons and Management Committee of Sector 1 and as widely as possible within the boundaries of Sector 1, taking into account time and cost considerations;
49. The following details must appear on the notice:
 - 49.1 That it is an SGM;
 - 49.2 Date,
 - 49.3 Time;
 - 49.4 Place;
 - 49.5 Purpose of the SGM; and
 - 49.6 Contact details of Sector 1's Secretary or any other person that can provide more details about the SGM.
50. The registered members of Sector 1, in good standing, and present at the SGM form a quorum;
51. Voting at an SGM will take place by way of show of hands;
52. A Management Committee Member of Sector 1 will count the number of votes (hands).
53. The majority required for vote to be passed at an SGM is 50% + 1 of the registered members of Sector 1 in good standing, present at the SGM, provided that for a Vote of No confidence to be passed, or a change in the Constitution, a majority of at least two-thirds is required.
54. In the event of a tied vote at an SGM, the Chairperson of the meeting will have the deciding vote.

ELECTION MEETING (END OF TERM- 21 DAYS NOTICE)

55. The Secretary must prepare a ballot paper for each position with the names of the persons nominated for the respective positions;
56. A record of the number of ballot papers issued to eligible voters must be kept, and such number of ballot papers will not exceed the number of eligible voters;
57. The following details must appear on the notice:
 - 57.1 That it is an election meeting (end of term);
 - 57.2 Date,
 - 57.3 Time;
 - 57.4 Place;
 - 57.5 Purpose of the election meeting;
 - 57.6 Where nomination forms can be obtained and handed in; and
 - 57.7 Contact details of Sector 1's Secretary or any other person that can provide more details about the election meeting.
58. The Electoral Officer will preside over the Election Meeting;
59. Voting shall take place by way of ballot;
60. Each eligible voter shall receive a ballot paper for each position to be voted upon, which he or she must complete and place into the designated sealed receptacle which will be under the control of the Electoral Officer at all times;
61. After all eligible voters have voted, the Electoral Officer will declare the voting to be closed and the Electoral Officer will open the sealed receptacle containing the votes in full and open view of those present at the Election Meeting;
62. The Electoral Officer and appointed assistant(s) will count the votes and will write down the number of votes received by each candidate;
63. The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate;
64. The Electoral Officer will announce the winning candidate(s);
65. If the counts of the Electoral Officer and the said independent person does not agree, the Electoral Officer and the independent person will recount the votes until their counts agree;
66. The nominee with the most votes is automatically appointed to the relevant position;
67. All ballot papers will be stored for safekeeping by the Secretary for a period of 90 days;
68. An aggrieved party may request access to such ballot papers within the 90-day period from the Secretary;
69. Where a person is nominated for more than one position and gets elected to a position, he or she will automatically not be eligible for election to the other nominated position(s).
70. No nominations will be accepted from the floor.

TIED VOTES

71. The tied votes procedure as outlined under the heading "TIED VOTES" of this Annexure applies.

CO-OPTED MEMBERS IN THE EVENT THAT NO NOMINATION HAS BEEN RECEIVED

72. The same procedure to co-opt members to the Management Committee of Sector 1 applies as outlined in this Annexure under "CO-OPTED MEMBERS IN THE EVENT THAT NO NOMINATION HAS BEEN RECEIVED."

SPECIAL ELECTION MEETING (SEM- VACANCIES, 10 DAYS NOTICE)

73. The following details must appear on the notice:
 - 73.1 That it is an SEM;
 - 73.2 Date,
 - 73.3 Time;
 - 73.4 Place;
 - 73.5 Purpose of the SEM;
 - 73.6 Where nomination forms can be obtained and handed in; and
74. Contact details of Sector 1's Secretary or any other person that can provide more details about the SEM.
75. The Secretary must prepare a ballot paper for each position with the names of the persons nominated for the respective positions;
76. A record of the number of ballot papers issued to eligible voters must be kept, and such number of ballot papers will not exceed the number of eligible voters;
77. The Electoral Officer will preside over the Election Meeting;
78. Voting shall take place by way of ballot;
79. Each eligible voter shall receive a ballot paper for each position to be voted upon, which he or she must complete and place into the designated sealed receptacle which will be under the control of the Electoral Officer at all times;
80. After all eligible voters have voted, the Electoral Officer will declare the voting to be closed and the Electoral Officer will open the sealed receptacle containing the votes in full and open view of those present at the Election Meeting;
81. The Electoral Officer and appointed assistant(s) will count the votes and will write down the number of votes received by each candidate;
82. The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate;
83. The Electoral Officer will announce the winning candidate(s);
84. If the counts of the Electoral Officer and the said independent person does not agree, the Electoral Officer and the independent person will recount the votes until their counts agree;
85. The nominee with the most votes is automatically appointed to the relevant position;
86. All ballot papers will be stored for safekeeping by the Secretary for a period of 90 days;
87. An aggrieved party may request access to such ballot papers within the 90-day period from the Secretary;
88. Where a person is nominated for more than one position and gets elected to a position, he or she will automatically not be eligible for election to the other nominated position(s).
89. No nominations will be accepted from the floor.

TIED VOTES

90. The tied votes procedure as outlined under the heading "TIED VOTES" of this Annexure applies.

CO-OPTED MEMBERS IN THE EVENT THAT NO NOMINATION HAS BEEN RECEIVED

91. The same procedure to co-opt members to the Management Committee of Sector 1 applies as outlined in this Annexure under "CO-OPTED MEMBERS IN THE EVENT THAT NO NOMINATION HAS BEEN RECEIVED."

MANAGEMENT COMMITTEE MEETING

92. Management Committee meetings will take place once a month. The dates for such meetings will be determined at the first Management Committee meeting of the year;
93. Any changes to dates will be communicated by the Secretary.
94. The following details must appear on the notice:
 - 94.1 That it is a Management Committee Meeting;
 - 94.2 Date,
 - 94.3 Time;
 - 94.4 Place;
 - 94.5 Contact details of Sector 1's Secretary.
95. At a Management Committee Meeting the quorum shall be 50% + 1 of the number of the Management Committee Members in good standing present at the meeting;
96. If no quorum is reached, the meeting will adjourn for a period of at least 15 minutes;
97. After the expiration of the period of 15 minutes and there is still not a quorum, the meeting will automatically be postponed till further notice but not longer than 14 (fourteen) days;
98. Where the Management Committee Members need to vote upon any specific issue, the following shall apply:
99. Voting will be by show of hands, provided that where an Management Committee Member requests a vote by way of ballot, such vote shall take place by way of ballot;
100. If there is a stay of votes, the Chairperson shall have the deciding vote;
101. If decisions must be made that will have an impact on the operations of Sector 1, all elected Management Committee Members of Sector 1 must be present at the Management Committee meeting or Special Management Committee meeting;
102. A Majority required for a resolution to be passed at Management Committee Meetings will consist of 50% + 1 of the number of the Management Committee Members in good standing, and present, will be deemed to have been accepted;

SPECIAL MANAGEMENT COMMITTEE MEETING

103. At a Special Management Committee Meeting, a quorum will be 50% + 1 of the number of the Management Committee Members in good standing, present at the meeting;
104. If no quorum is reached, the meeting will adjourn for a period of at least 15 minutes;
105. After the expiration of the period of 15 minutes and there is still not a quorum, the meeting will automatically be postponed till further notice but not longer than 14 (fourteen) days.

106. Where the Management Committee Members need to vote upon any specific issue, the following shall apply:
- 106.1 Voting will be by show of hands, provided that where a Management Committee Member requests a vote by way of ballot, such vote shall take place by way of ballot;
- 106.2 If there is a stay of votes, the Chairperson shall have the deciding vote;
- 106.3 If decisions have to be made that will have an impact on the operations of Sector 1, the entire Management Committee Members of Sector 1 must be present at the Special Management Committee Meeting; and
107. The majority required for vote to be passed at Special Management Committee Meeting is 50% + 1 of the number of the Management Committee Members present, in good standing, will be deemed to have been accepted.
108. The Secretary must inform all the other Management Committee Members of a Special Management Committee Meeting at least 48 hours before such meeting. Use of electronic media will be considered as appropriate communication medium.
109. Should the need arise, any, voting can take place by way of chosen electronic media subject to the following:
- 109.1 The Subject Matter to be voted on must be circulated to all Management Committee Members;
- 109.2 At least 50% + 1 of the Management Committee Members must vote for the vote to be valid;
In the event that there is a stay of votes, the Chairperson shall have the deciding vote.
- 109.3 Results of voting by electronic media will also be included in the resolution register. All resolutions voted upon using electronic media between monthly Management Committee meetings will be included with the agenda for the next Management Committee meeting.

PUBLIC INFORMATION MEETING (PIM)

110. A Notice of a PIM must be published as widely as possible within the area of jurisdiction of the Sector 1, taking into account time and cost considerations;
111. The following details must appear on the notice:
- 111.1 That it is a PIM;
- 111.2 Date,
- 111.3 Time;
- 111.4 Place.
- 111.5 Contact details of Secretary or any other person that can provide more details about the PIM;
112. The Secretary must also inform the Management Committee of Sector 1 of the PIM in writing.

**ANNEXURE 7
TO THE SINOVILLE CPF SECTOR 1 CONSTITUTION**

**NOMINATION FORM TO SERVE ON THE MANAGEMENT COMMITTEE OF
SECTOR 1**



**NOMINATION FORM FOR PERSON TO SERVE ON
THE MANAGEMENT COMMITTEE OF SECTOR 1 OF THE
SINOVILLE COMMUNITY POLICE FORUM**

I, _____, being a registered member of Sector 1, hereby nominate _____ as candidate for the following position on the Management Committee of Sector 1 (mark only 1 with an 'X'):

(Note: Where a person is nominated for more than one position, a **separate form** must be used for each position)

Chairperson	
Deputy Chairperson	
Treasurer	
Control 1 Co-Ordinator	
Crime Prevention Officer	
Training Co-ordinator	
Public Relations Officer	
Secretary	
Administration Officer: Customer Care and Database Maintenance	
Administration Officer: Radio Communication and Training	
Youth and Schools Safety Co-ordinator	
Other Sector specific position	

NAME AND SURNAME OF NOMINATOR IN PRINT

DATE

ACCEPTANCE OF NOMINATION

I, the above-mentioned _____, hereby accept my nomination to the above-mentioned position.

DECLARATION

I furthermore declare that:

- By signing the nomination and acceptance form, I declare that I have read the duties and functions of the position being nominated for and have the ability and capacity to perform the responsibilities. Failing to perform the required responsibilities to the satisfaction and consensus of the majority members of the Sector 1 Management Committee, I will vacate the position, upon request.
- I am a *bona fide* resident within the area of Sector 1, as defined in its Constitution.
- I have not been convicted of an offence, as listed in Schedules 1 and 2 of the Criminal Procedure Act, 51 of 1977 in the past ten years, for which I have been sentenced to imprisonment for a period of one year or longer without the option of a fine.
- I am not a political office bearer.
- I understand that, should any of the above information provided be false, I will be disqualified from becoming or remaining a Management Committee member of Sector 1 and I will be removed immediately from my elected position.

NAME AND SURNAME OF NOMINEE IN PRINT

DATE

NOMINEE DETAILS

Full names and surname	
RSA identity number	
Residential address	

We confirm that the above-mentioned nominee:

- Is a registered member of Sector 1; and
- Is a *bona fide* resident within the area of Sector 1.

SIGNATURE OF SECTOR 1 CHAIRPERSON

**ANNEXURE 8
TO THE SINOVILLE CPF SECTOR 1 CONSTITUTION**

VOTE OF NO CONFIDENCE

VOTE OF NO CONFIDENCE

1. A Vote of No Confidence can be brought against individual members of the Management Committee of Sector 1 and or against the Management Committee of Sector 1 as a whole.

VOTE OF NO CONFIDENCE AGAINST THE SECTOR 1 MANAGEMENT COMMITTEE AS A WHOLE

2. Where a Vote of No Confidence is brought against the Management Committee of Sector 1 as a whole, the meeting will be chaired and facilitated by a member of the Exco of the Forum.
3. A Vote of No Confidence can be brought by any registered member of Sector 1, provided that such Vote of No Confidence must be supported by at least 50 (fifty) other registered members of Sector 1 and must contain the schedule of names, contact details and signatures of the 50 (fifty) registered members supporting the Vote of No Confidence.
4. The grounds for the Vote of No Confidence must be clearly set out in writing and must be forwarded to the Secretary of Management Committee of Sector 1.
5. The quorum shall be 50% + 1 of the registered members of Sector 1 in good standing, present at the Vote of No Confidence.
6. Voting at a meeting for a Vote of No Confidence will take place by way of show of hands.
7. A person nominated by the Exco of the Forum will count the number of votes (hands).
8. Majority required for vote to be passed at a Vote of No Confidence is two thirds of the members present and voting.
9. In the event of a tied vote at a meeting for a Vote of No Confidence, the Chairperson of the Exco of the Forum will have the deciding vote.

A VOTE OF NO CONFIDENCE AGAINST A MEMBER OF THE MANAGEMENT COMMITTEE OF SECTOR 1

10. A vote of no confidence against a member of the Management Committee of Sector 1 can be brought by any registered member of Sector 1. A schedule attached to such Vote of No Confidence containing the names, contact details and signatures of the 50 (fifty) registered members supporting the Vote of No Confidence; or
11. Three or more members of the Management Committee Members of Sector 1 and a schedule attached to such Vote of No Confidence containing the names, contact details and signatures of the three or more members supporting the Vote of No Confidence.
12. The grounds for the Vote of No Confidence must be clearly set out in writing and must be forwarded to the Secretary.
13. The Secretary must inform the Chairperson of Management Committee of Sector 1 immediately of the receipt of a Vote of No Confidence.
14. All affected parties will have the opportunity to address the Special meeting convened in respect of the Vote of No Confidence in the following manner:
 - 14.1 First the person who raised the Vote of No Confidence.
 - 14.2 Then the Management Committee Members against whom the Vote of No Confidence is tabled.
 - 14.3 Rebuttal by the person/s who raised the Vote of No Confidence.
 - 14.4 Closing argument by the Management Committee Members against whom the Vote of No Confidence is tabled.

15. The members will then be called to vote in favour or against the Vote of No Confidence.
16. The Management Committee Member against whom the vote of no confidence was lodged must be excused during the voting process.
17. Voting will be by show of hands.
18. A majority of at least two thirds is required for the Vote of No Confidence to succeed.
19. Should the Vote of No Confidence succeed, the affected party will be required to relinquish his/her position with immediate effect.
20. If the Vote of No Confidence is unsuccessful the meeting will adjourn, and the Management Committee Members against whom the Vote of No Confidence will remain in his or her elected position and resume with their normal duties.
21. The outcome of the vote is final, and the decision may not be appealed against by any party.

**ANNEXURE 9
TO THE SINOVILLE CPF SECTOR 1 CONSTITUTION**

DISCIPLINARY PROCEDURE

DISCIPLINARY PROCEDURE

1. A Disciplinary Committee shall be convened to address a reported misconduct.
2. The accused person shall be afforded a fair hearing by being informed of charges against him or her and be afforded an opportunity to state his or her case and appoint a representative of his own choice within Sector 1.
3. Outside or external legal representation shall not be allowed whilst the matter is being dealt with internally.
4. A disciplinary committee will consist of two Management Committee Members of Sector 1, one SAPS Member, one member of the Forum who does not serve on any committee.
5. The disciplinary committee may hear and decide on the matter or refer the matter to the higher level if it is of the view that the matter is beyond its jurisdiction.
6. The Disciplinary Committee may take the following decisions: reprimand the accused person, suspend, expel, or order any of the penalties as stipulated under the penalty's clause.
7. The accused person has the right to appeal to the next, higher-level structure, and shall file a notice of appeal within five days after judgment.
8. The disciplinary hearing can take place in the absence of the accused person if the Disciplinary Committee is satisfied that the accused person was properly informed and no valid excuse for the absence was tendered; and
9. Should a member of the SAPS commit any misconduct, the matter shall be dealt with through SAPS disciplinary procedure and the relevant Station or Cluster Commander shall institute such an action.
10. Penalties:
 - 10.1 Warning (Verbal or Written).
 - 10.2 Suspension.
 - 10.3 Expulsion.
 - 10.4 Refund or Payback (in cases of theft or fraud).
 - 10.5 Laying of a criminal charge against the accused member.
 - 10.6 Instituting a civil claim against the accused member.
 - 10.7 Some of the penalties may be imposed simultaneously.

**ANNEXURE 10
TO THE SINOVILLE CPF SECTOR 1 CONSTITUTION**

MISCONDUCT

MISCONDUCT

The following actions will be classified as misconduct:

1. Misuse of property belonging to Sector 1;
2. Disclosing confidential information of Sector 1 to the public, individuals, or institutions without the prior written consent of the Management Committee of Sector 1.
3. Refusal to carry out instructions of the Management Committee Members of Sector 1 or any office bearer acting on behalf of Sector 1.
4. Drinking liquor or being under the influence of liquor or any intoxicating substance whilst performing duties of Sector 1.
5. Acting in a manner that exposes Sector 1 Members to a dangerous environment and or criminals.
6. Intentionally disregarding the constitution and direction provided by leadership of Sector 1.
7. Acts for other groups and or person who seek to disrupt the activities of Sector 1 or prevent it from fulfilling its set Aims and Objectives.
8. Theft, fraud, insults, or use of inappropriate language against members of Sector 1 and the Community.
9. Refusal to execute tasks enabling the Management Committee of Sector 1 to function efficiently and effectively.
10. Acting in a manner that disrupts the activities, programmes, and projects of Sector 1.
11. Using Sector 1 to advance personal and political interests.
12. Using membership to Sector 1 to promote personal financial gain.
13. Any member charged by SAPS for any serious crime shall be suspended until the outcome of the investigation and or court finding. Only the Forum shall have discretion if representation is made by the member accused of such serious crime.
14. Any adverse conduct, act or omission, any form of publication, utterances or any other matter which potentially has the effect of bringing Sector 1 into disrepute, including but not restricted to political utterances or acts, disobedience to the law and incitement; and
15. Inappropriate use of the logo not in accordance with the Constitution.

**ANNEXURE 11
TO THE SINOVILLE CPF SECTOR 1 CONSTITUTION**

**POLICY TO PROMOTE & ESTABLISH AFFILIATION AS A NEIGHBOURHOOD
WATCH BY STAKEHOLDERS OBJECTIVES**

**POLICY TO PROMOTE & ESTABLISH AFFILIATION AS A NEIGHBOURHOOD WATCH BY
STAKEHOLDERS OBJECTIVES**

1. It is the objective of Sector 1:
 - 1.1 To promote and establish affiliated neighbourhood watch structures and to make the benefits vested in the Sector 1, available to all members of the community;
 - 1.2 To ensure communities are more closely involved in problem solving and crime prevention;
 - 1.3 To increase closer community participation in the prevention and detection of crime;
 - 1.4 To promote safer neighbourhoods and greater community involvement and awareness through neighbourhood watch structures;
 - 1.5 To help increase community safety and reduce the fear of crime; and
 - 1.6 To improve SAPS / Community liaison.

REQUIREMENTS TO AFFILIATE

2. In order to affiliate, a neighbourhood watch must submit its application for affiliation to the Sector 1 Management Committee. Such an application must consist of:
 - 2.1 A map of the area in which the neighbourhood watch has established itself;
 - 2.2 An approved Constitution and Code of Conduct not in conflict with the Constitution and Code of Conduct of Sector 1;
 - 2.3 A membership register representing more than 50% of the households within the given area; and
 - 2.4 Any application submitted for affiliation with Sector 1, will be subject to approval of the Management Committee of Sector 1.
- 2.5 Over and above the criteria as set out in paragraph 2 above, the Chairperson of an affiliated neighbourhood watch will be deemed to be a Sector 1 Management Member if the neighbourhood watch area consist of at least 200 households of which 50% must be neighbourhood watch members and 30% of its members are Sector 1 members;
- 2.6 The Chairperson of an affiliated neighbourhood watch must be a member of Sector 1 to represent its neighbourhood watch on the Sector 1 Management Committee. In the event that the elected chairperson is not a Sector 1 member, then the neighbourhood watch may delegate a Sector 1 member to represent the neighbourhood watch on the Management Committee; and
- 2.7 Such an affiliated neighbourhood watch must consist of a democratically elected leadership, that meets on a regular basis and has regular annual general meetings and ensure that its financial statements and minutes of meetings are available for perusal by the Management of Sector 1, on request.

TRANSITIONAL ARRANGEMENTS

3. The status quo with affiliated neighbourhood watches regarding attending monthly management meetings, will be upheld, subject to the neighbourhood watches putting processes in place to comply with the requirements, as set out n paragraph 2 above, within 90 days from date of acceptance of this Policy. Alternatively, they will be accommodated in the crime prevention platform to be created in paragraph 4 below.

REPRESENTATION AND PARTICIPATION

4. A crime prevention platform will be created to liaise and meet with affiliated neighbourhood watches that do not meet the criteria, as stipulated in paragraph 2 above.

CANCELLATION OF AFFILIATION

5. Affiliation may be cancelled by any neighbourhood watch at any time if they wish to do so by submitting a resolution, confirming that a majority vote supports this decision.
6. Affiliation may be cancelled by Sector 1 should the affiliated neighbourhood watch, after proper consultation, be found to have acted in contradiction with the Aims, Objectives and Constitution of Sector 1.