



**DOORNRANDJE AND LAEZONIA**

**COMMUNITY SAFETY SECTOR SUB-FORUM**

**ESTABLISHED IN TERMS OF THE**

**ERASMIA SAPS COMMUNITY POLICE FORUM CONSTITUTION**

**DATED 23 FEBRUARY 2015**

## **CONSTITUTION OF THE**

### **DOORNRANDJE AND LAEZONIA**

#### **COMMUNITY SAFETY SECTOR SUB-FORUM (DLSSF)**

##### **1. PREAMBLE**

- 1.1. Be it therefore acknowledged that the Doornrandje and Laezonia Community Safety Sector Sub-Forum (DLSSF) has been established in terms of the Erasmia Community Police Forum (ECPF) Constitution.
- 1.2. Paragraphs 4.8, 4.11, 4.12 read with the provisions of Annexure D of the Erasmia Community Police Forum Constitution expressly provides for the establishment of a Sector Sub-Forum and matters incidental thereto.
- 1.3. The DLSSF is based on the Erasmia Community Police Forum Constitution with the necessary changes.
- 1.4. In any dispute regarding the interpretation of this Constitution, regard must be had to the Erasmia Community Police Forum Constitution dated 23 February 2015.
- 1.5. Where any provisions of this Constitution or the Constitution itself are declared null and void, ultra vires or vague and ambiguous the provisions of the Erasmia Community Police Forum Constitution shall apply.

##### **2. BACKGROUND**

- 2.1. Community Safety Forums are established in terms of Chapter 7 of the South Africa Police Service Act, Act 68 of 1995 ("the principal Act"), and as amended on the 28<sup>th</sup> October 1998 providing a framework for the establishment, functions and control of municipal police services and the South African Police Service Interim Regulations of Community Forum and Boards, 2001 (hereinafter referred to as the Interim Regulations 2001), with the aim of ensuring effective liaison between the South African Police Service (SAPS), Sector Community Police Forums and Sector Sub-Forums in the Erasmia precinct, as envisaged by section 18 of the principal Act.
- 2.2. It is recognised that all members of the South African Police Service and the Community share the responsibility and are interdependent on each other to ensure a safe and secure environment for all of the people in the Erasmia Precinct; and,

- 2.3. It is incumbent on every member of a Community Police Forum to ensure that the partnership between the Community and the Police is maintained in all the Sectors in the Erasmia Police Precinct and that all Community Safety – and Victim Support Structures are directed, monitored and guided to act within the Law.

### **3. APPLICABLE LEGISLATION, REGULATIONS AND GUIDELINES**

- 3.1. In fulfilling its mandate as a community safety forum, the Executive Committee shall have due regard to the following legislative and regulatory provisions and guidelines:
  - 3.1.1. South African Police Service Act 68 of 1995
  - 3.1.2. South African Police Service Interim Regulations for Community Police Forums and Boards, 2001
  - 3.1.3. Community Safety Forums Policy, 2011
  - 3.1.4. White Paper on Safety and Security, 2016
  - 3.1.5. SAPS Community in Blue - Patrollers and CPF
  - 3.1.6. SAPS Guideline Farm Watch
  - 3.1.7. National Crime Prevention Strategy, 1996

### **4. DEFINITIONS**

Unless the general context requires otherwise, the following words shall bear the corresponding meanings assigned to them:

- 4.1. “**Act**” shall mean the South African Police Services Act, Act 68 of 1995, as amended, read in conjunction with The Constitution of the Republic of South African, 1996.
- 4.2. “**Annexure A**” shall mean the annexure relating to the Code of Conduct.
- 4.3. “**Annexure B**” shall mean the annexure relating to Misconduct.
- 4.4. “**Annexure C**” shall mean the annexure relating to Disciplinary Procedures.
- 4.5. “**Annexure D**” shall mean the election procedures and timelines for elections.
- 4.6. “**Annexure E**” shall mean the sector and area for which the SSF has been appointed.
- 4.7. “**Cluster Board**” shall mean the replacement of the Area Board in terms of the Act, Section 18 to 23 of the same Act.
- 4.8. “**Constitution**” shall mean the DLSSF Constitution, including Annexures A, B, C, D, E and F.

- 4.9. “**CPF**” shall mean the Community Police Forum at the SAPS precinct / station level.
- 4.10. “**CPSF**” shall mean the Community Police Sub-forums subordinate to the CPF at the SAPS precinct / station level.
- 4.11. “**CPS**” shall mean Crime Prevention Strategy as required in terms of the National Crime Prevention Strategy, 1996, as amended.
- 4.12. “**ECPF**” shall mean the Erasmia Community Police Forum.
- 4.13. “**EXEC**” shall mean the executive committee elected by the ECPF.
- 4.14. “**Financial Year**” shall mean the annual period commencing on the 1<sup>st</sup> April until 31<sup>st</sup> March of the following year.
- 4.15. “**Guidelines**” shall mean rules that govern all other procedures not included in the Constitution, ensuring compliance to all principles enshrined in this will be applicable to all sub-ordinate structures of the ECPF.
- 4.16. “**Interim Regulations**” shall mean the Interim Regulations of 2001 as promulgated in terms of the Act.
- 4.17. “**MEC**” shall mean the Member of the Executive Council responsible for policing in the province.
- 4.18. “**Membership**” shall mean the members representing each Sector Police Forum.
- 4.19. “**PSIRA**” shall mean the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001 as amended).
- 4.20. “**Sector Forums**” shall mean the Community Police Sector Forums at each SAPS precinct /station level in terms a SAPS National Instruction.
- 4.21. “**SAPS**” shall mean the South African Police Services in terms of the SAPS Act, Act 68 of 1995, as amended, which includes the Municipal Police.
- 4.22. “**Sector Commander**” shall mean the SAPS designated official for the sector in which the SSF is constituted.
- 4.23. “**SSF**” shall mean the Sector Sub-forums subordinate to the CPF at the SAPS precinct /station level.
- 4.24. “**Station Commander**” shall mean the Station Commander appointed in term of the SAPS Act, Act 68 of 1995 and/or a person delegated by him/her to fulfill the responsibilities set out herein.

- 4.25. “**VEP**” shall mean the Victim Empowerment Programme.
- 4.26. “**Youth**” shall mean the Youth Representative from the youth committee of the CPF constituting members up to the age of twenty-five years.

## **5. NAME AND LOGO**

- 5.1. The SSF will officially be known as the **Doornrandje and Laezonia Community Safety Sector Sub-Forum** (DLSSF), hereafter generally referred to as the SSF.
- 5.2. The logo and letterhead:
- 5.2.1. An Interim logo was approved in terms of a letter from the Divisional Commissioner; Visible Policing 26/3/5/2 dated 2009-04-28.
- 5.2.2. The Logo shall be seen as “a handshake under the Aloe in a circle, and surrounded by the words “Community Police Forum” and “Partners in Policing” on the top and bottom respectively.
- 5.2.3. For the purpose of identification, the name of the SSF shall be above the Aloe.
- 5.2.4. The Logo shall be used for official Forum, Sub-Forum and Sector Sub-Forum activities and correspondence.

## **6. OBJECTIVES**

### **The objectives of the SSF are the following:**

- 6.1. To establish, promote and maintain public participation and private partnership between the community and the SAPS.
- 6.2. To promote effective communication and co-operation between the SAPS, and the community in fulfilment of policing needs.
- 6.3. To improve the transparency and accountability of the SAPS to the Community.
- 6.4. To ensure joint problem identification and resolution by the SAPS and the Community.
- 6.5. To direct, support and develop projects, which shall improve the rendering of policing service to the community at station and sector levels.
- 6.6. To support the programmes of ECPF, who shall in turn approve, support and co-ordinate the programmes of SSF.

- 6.7. To consult with and advise the Station Commander or his/ her delegates about all matters pertaining to community policing.
- 6.8. The SSF shall function within the principles contained in the principal Act, Interim Regulations, 2001 and any other regulatory and /or policy framework mentioned in this Constitution.

## **7. FUNCTIONS**

### **The Functions of the SSF are as follows:**

- 7.1. To promote the accountability of the SAPS to Communities and encourage co-operation between Communities and the Police Service.
- 7.2. To advise the Station Commander or his/her delegates regarding policing priorities.
- 7.3. To report results of any evaluation regarding service delivery to the community and relevant managers within the service at station level.
- 7.4. To facilitate the resolution of concerns, problems and complaints.
- 7.5. To inform the CPF about activities of the SSF and engage them in these activities.
- 7.6. To promote and monitor the effective management of the SSF.
- 7.7. To provide reports on activities of the SSF and promote the sharing of good practices.
- 7.8. To co-ordinate and support the Station Commander, in establishing and sustaining functionally constituted Sector Police Forums and Sector Sub-Forums, and to ensure that their Constitutions are aligned to the ECPF.
- 7.9. To receive and evaluate monthly reports from the ECPF and SAPS and provide and submit integrated monthly reports to the CPF.
- 7.10. To formalize community safety policies in line with the appropriate policies, the Community Safety Plans and to direct and evaluate the implementation thereof at all Community Sector Police Forums in the precinct.
- 7.11. In line with the hierarchical arrangements, the SSF shall function and liaise through the CPSFs, and CPSF's to CPF as appropriately required.
- 7.12. To develop and approve Guidelines to regulate CPF Committees, CPSF's, Sector Sub-Forums and relevant community safety projects and programmes.

## **8. ANNUAL GENERAL MEETING**

- 8.1. All Annual General Meetings shall be held each year within six months after the end of the financial year, with a view to approving the minutes of the preceding annual general meeting, the certified financial report and to consider the keynote address of the Chairperson and the annual report of the Secretary.
- 8.2. The Secretary, in writing, shall give notice to all members of an Annual General Meeting at least 21 days prior to the date of the meeting.

## **9. TERMS OF OFFICE**

**The term of office for the SSF is determined as follows:**

- 9.1. Elected Executive members and members of the SSF and all subordinate hierarchical structures shall serve for a period of three years.
- 9.2. Any interim elected executive members shall serve for the remainder of the period up to the next elective AGM.

## **10. ELECTION OF THE EXECUTIVE COMMITTEE:**

- 10.1. The SSF shall elect an Executive Committee during the elective AGM, which shall be overseen by the Station Commander of SAPS:
- 10.2. The Executive Committee of the SSF shall comprise the following office bearers:
  - 10.2.1. Chairperson
  - 10.2.2. Deputy Chairperson
  - 10.2.3. Secretary
  - 10.2.4. Deputy Secretary
  - 10.2.5. Treasurer
  - 10.2.6. Deputy Treasurer
  - 10.2.7. Public Relations Officer
  - 10.2.8. Co-opted members with dedicated tasks as and when required by the SSF with no voting rights.
  - 10.2.9. Vacancies for the above shall be elected at a duly convened Special General Meeting.

- 10.3. Voting at Elective Annual General Meeting and Special General Meetings shall be by ballot paper, overseen by the Station Commander.
- 10.4. The electoral process for the SSF shall be sensitive towards gender and racial representation. In the event that the democratic process does not result in the adequate representation of both genders or race groups, the SSF may co-opt members, without voting rights, to manage specific tasks, as approved by the SSF.
- 10.5. The SSF shall further allow for the election of security cluster representatives for those security clusters indicated in Annexure E.

## **11. FUNCTIONING OF THE EXECUTIVE COMMITTEE**

### **11.1. Administrative Support:**

- 11.1.1. The Executive Committee shall have the authority to manage and control the affairs of the SSF, including the authority to attend to any matter that could or might be attended to by the SSF, except where a matter is specifically reserved in this constitution to be dealt with by an Annual General Meeting or a Special General Meeting of the SSF.
- 11.1.2. An administrator, designated by the Station Commander of the SAPS, may assist the Executive Committee in the administrative management on the SSF.

### **11.2. Committee Decisions:**

- 11.2.1. The Executive Committee shall report to the CPF on a quarterly basis.
- 11.2.2. The SSF shall have the power to convene an Extraordinary Special General Meeting in the event that it has lost confidence in the Executive Committee and requested by a minimum of fifty per cent of SSF Members plus one and supported by more than two thirds of the SSF Members in attendance, to elect new Executive members; and
- 11.2.3. The Executive Committee shall have the power to pass any resolution or take any decision, which may be necessary or expedient in order to achieve the objects of the SSF. The Executive Committee shall not pass a resolution or take a decision that is inconsistent with this constitution or that of the ECPF Constitution, or in conflict with any resolutions or decisions of a general meeting of the SSF taken prior to the date of resolution or decision by the Executive Committee and/or any decision that may have adverse financial implications to the SSF.



### **11.3. Establishment of sub committees:**

- 11.3.1. The SSF shall form or appoint sub-committees for designed portfolios as it may determine, e.g. youth, community patrollers, victim empowerment, environmental crime, business, legal and constitutional crime prevention programmes, etc.

### **11.4. Financial Management and Income Tax Exemption**

- 11.4.1. Pursuant to the requirements of Section 30 of the Income Tax Act and related Regulations thereto, as amended from time to time, and pursuant to the requirement for appropriate financial management of the affairs of the SSF, the Executive Committee shall:

- 11.4.1.1. At the conclusion of each financial year, provide all the financial records of the SSF to be certified in accordance with Generally Accepted Recordkeeping Practices and as a true reflection of the income, expenditure, assets and liabilities of the SSF as audited by duly appointed authorized Auditors or Accountants (as provided for in terms of such Auditors Act 2005 of 2004 and relevant Acts and Regulations).
- 11.4.1.2. A copy of such Annual Audits shall be provided to the South African Revenue Service as soon as such audit report is completed and approved each year by the AGM or Special General Meeting.
- 11.4.1.3. At no time shall the financial affairs of the SSF be or be capable of being controlled by any one single person and the SSF shall ensure the compliance with all the Financial Management provisions of Clause 11.4.
- 11.4.1.4. Ensure that save for reasonable professional fees for bona fide services rendered to the SSF, members and/or their relatives do not derive any benefit from the funds of the SSF whatsoever, other than what has been formally approved by the SSF.
- 11.4.1.5. Ensure that all SSF property whether moveable or immovable is registered in the name of the SSF and is administered solely for the purpose and furtherance of its objectives and principles.
- 11.4.1.6. Under no circumstances, permit any or participate in any speculative financial transactions with SSF assets, without the approval of the SSF.
- 11.4.1.7. Institute, conduct, defend, oppose, settle or abandon any legal proceedings by or against the SSF or otherwise concerning the affairs of the SSF and also to settle and allow time for payment in satisfaction of any debt or obligation due and/or any claim and demands by or against the SSF.

- 11.4.1.8. Borrow monies from any registered Banking or Financial Institution and may secure such loans by the registration of mortgages or notarial bonds over any fixed or moveable property of the SSF where necessary.
- 11.4.1.9. Invest, re-invest and deal with any monies of the SSF not immediately required for the purposes of the SSF, upon such securities and on such terms as the SSF may deem fit and from time to time vary such investment, provided that at all times funds available for investments shall be invested in registered financial institutions as defined in Section 1 of the Financial Institution (Protection of Fund Act 28 of 2001).
- 11.4.1.10. Sell, Lease, alienate or otherwise dispose of the movable or immovable property of the SSF, as it deems beneficial to the SSF and to apply the consideration arising therefrom pursuant to the objectives of the SSF.
- 11.4.1.11. Purchase, hire or take in exchange or otherwise acquire any moveable or immovable property or rights for or on behalf of the SSF.
- 11.4.1.12. Ensure at all times that, the assets of the SSF shall be registered in the name of the SSF and that the SSF assets shall not be held in any nominee capacity or in the name of any other individual or entity at any time.
- 11.4.1.13. Ensure that no more than five thousand Rends (R5 000.00) per annum shall be utilized or expected outside the borders of the Republic of South Africa without the prior written consent of the South African Revenue Services.
- 11.4.1.14. Accept or make donations provided that in the acceptance or making of any donations, no conditions shall be imposed enabling the donor or any connected person to the donor, to receive or derive a direct or indirect benefit from such donation.
- 11.4.2. A copy of all future proposed amendments to this Constitution must be submitted to the South African Revenue Services for approval.
- 11.4.3. Any trading activities, which may be undertaken, shall not exceed Fifteen percent (15%) of the total income of the SSF in any one financial year.
- 11.4.4. In the event of the dissolution or “winding up” of the SSF, for any reason whatsoever, then all moveable and immovable property registered in the name of the SSF, shall be given and transferred to another organization with the same or similar objectives within the Republic of South Africa, which itself is also qualified for exemption for payment of income and donations tax in terms of Section 30 of Income Tax Act.

11.4.5. Any expenditure or commitment that shall have financial implications not declared or authorized in the Approved Annual Budget shall be presented for approval to a Special General Meeting of the SSF.

**11.5. Removal from office:**

11.5.1. An Executive Committee member shall cease to hold office if

11.5.1.1. He/she resigns his/her office by notice in writing to the SSF and upon acceptance thereof by the SSF and if the SSF is satisfied that all relevant information and responsibilities have been duly handed over to the SSF and / or successor.

11.5.1.2. Is convicted of a criminal offence while in office.

11.5.1.3. Is absent from three (3) consecutive meetings of the Executive Committee without just, or reasonable cause given to the Executive Committee.

11.5.1.4. The Executive Committee has the right to co-opt any member of the SSF into the Executive Committee for a period no longer than 90 days. To fill the vacancy a special election must be held within 90 days.

11.5.1.5. The SSF may, at a meeting specially convened for that purpose, remove any executive committee member from office before the expiry of his/her term of office and elect other members in his/her place; and

11.5.1.6. The removal of an Executive Committee member from office in terms of the above provisions (11.5.1.5) shall be possible only if at least two thirds of the members of the SSF in attendance vote in favour of it.

**12. LEGAL STATUS AND ASSETS OF THE SSF**

12.1. The SSF is a distinct legal entity, in line with the appropriate Acts and regulations, with the power to acquire, to hold and to alienate property of every description whatsoever and with capacity to acquire rights and obligations and having perpetual succession.

12.2. The SSF is a juristic person and can act and be acted against in its own name.

12.3. The property and funds of the SSF vest in the SSF as a juristic person and no member of the SSF will be liable for the debits of the SSF.

12.4. All assets of the SSF of whatsoever nature will be applied solely towards the promotion of its objectives, and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise, to the members of the SSF. Nothing herein contained shall prevent the payment in good faith of

reasonable remuneration to any member for any service actually rendered to the SSF.

12.5. Any act or deed carried out by any member of the SSF or the Executive Committee pursuant to any power being conferred to such member by the SSF shall, once the same has been carried out pursuant thereto, not be invalidated by any subsequent meeting or decision of the SSF, provided such act or deed was not carried out:

12.5.1. in a grossly negligent manner,

12.5.2. outside the power conferred upon such person or individual or body under the constitution, or,

12.5.3. outside of such power, as has been determined by the SSF either in a meeting of the Executive Committee, Annual General Meeting or Special General Meeting.

### **13. DUTIES OF OFFICE BEARERS**

#### **13.1. The Chairperson must:**

13.1.1. preside over meetings of the SSF;

13.1.2. ensure the executive of all decisions of the Executive Committee and the SSF;

13.1.3. represent the SSF as and when it is necessary;

13.1.4. report regularly on the functioning of the SSF to the Station Commander and provide feedback and directives to the SSF;

13.1.5. submit reports reflective of the activities or the work of the SSF; and;

13.1.6. supervise all work of the SSF in conformity with the constitution, the relevant legislation and procedures agreed upon by the SSF.

#### **13.2. The Deputy Chairperson must:**

13.2.1. In the absence of the Chairperson, act as the Chairperson;

13.2.2. The Deputy Chairperson shall, in conjunction with the Treasurer, ensure that the funds of the SSF are administered in accordance with the policy of the SSF and prepare and circulate the annual report of the activities of the SSF which will include the audited finance report.

**13.3. The Secretary must:**

- 13.3.1. take and compile the minutes in accordance with the provisions of this Constitution;
- 13.3.2. receive and dispatch correspondence to and from the SSF;
- 13.3.3. arrange all meetings in accordance with the meeting's procedure;
- 13.3.4. keep originals of letters received and copies of letters dispatched and correspondence.
- 13.3.5. together with the PRO develop and manage the public and manage the public relations of the SSF,
- 13.3.6. perform official administrative functions normally associated with the office of the secretary; and,
- 13.3.7. further the interests of the SSF, as directed by the Executive Committee.

**13.4. The Deputy Secretary must:**

- 13.4.1. In the absence of the Secretary, act as the Secretary, and,
- 13.4.2. together with the PRO develop and manage the public relations of the SSF.

**13.5. The Treasurer must:**

- 13.5.1. Be responsible for the finances of the SSF and ensure strict compliance with generally accepted accounting procedures in accordance with Clause 11.4:
- 13.5.2. together with another designated member of the SSF, operate a banking account on behalf of the SSF;
- 13.5.3. keep books of account and other records necessary to clearly reflect the financial position of the SSF, and,
- 13.5.4. table a financial report at every general meeting of the SSF and Annual Financial Report and Budget for the subsequent year at every Annual General Meeting.

**13.6. The Deputy Treasurer must:**

- 13.6.1. If a Deputy Treasurer is appointed, in the absence of the Treasurer, act as the Treasurer, and,
- 13.6.2. together with the Chairman manage the financial affairs of the SSF.

**13.7. The Public Relations Officer must:**

- 13.7.1. Act as liaison between the SSF and the media. All media releases and communications shall be approved by the Committee before release.
- 13.7.2. promote co-operation between the SSF and the community; and,
- 13.7.3. promote awareness of community policing.

#### **14. DECISION MAKING PROCEDURES**

- 14.1. Each member of the SSF shall be entitled to a single vote as stipulated in Section 5 of this Constitution.
- 14.2. The SSF shall, as far as reasonably possible, reach decisions by consensus. If consensus cannot be achieved, the SSF shall vote on the matter.
- 14.3. The Chairperson has a deliberative vote and shall cast a deciding vote when there is an equal number of votes on each side of the question.
- 14.4. Voting during Elective Annual General Meetings and Elective Special General Meetings shall be by ballot paper, overseen by the Station Commander and/or Sector Commander.
- 14.5. Voting at Annual General Meetings, Special General Meetings and SSF meetings shall be by a show of hands, unless requested by 20% of the members in attendance for a ballot paper.
- 14.6. In the event of an equal vote for the position of Chairperson of the SSF, at an Elective AGM or Special General Meeting, the Sector Commander, shall be requested by the electoral officer to conduct a revote. In the event that the recount is still even between the candidates, then the Station Commander shall be requested to arbitrate between the candidates and resolve the impasse in whichever way they consider appropriate and in the interests of community safety.
- 14.7. In the event of an equal vote for other candidates of the Executive to be elected at an Elective AGM or an Elective Special General Meeting, the electoral officer shall request a revote and if the outcome continues to be even between the candidates, the newly elected Chairperson shall have the casting vote.

#### **15. RECORD MANAGEMENT**

- 15.1. The Secretary shall cause:
  - 15.1.1. A record to be kept of the members of the Executive Committee present at any meeting, and minutes to be kept of all resolutions and proceedings at such meetings;

- 15.1.2. Minutes to be kept of all resolutions taken by the SSF, which must be adopted by the SSF prior to the signatures of the chairperson and secretary, shall be prima facie evidence of the matters therein stated; and,
- 15.1.3. A resolution, in writing, which is signed by all the members of the Executive Committee and inserted in the minute book of the executive committee, shall be as valid and effective from the date signed by them, even though it could be approved, ex-post facto at the SSF's next meeting.

## **16. MEETINGS OF THE SSF**

- 16.1. The Executive Committee shall meet at least once a month.
- 16.2. The SSF shall determine its own procedures and shall conduct its meetings with equality of opportunity and fairness.
- 16.3. The members of the Executive Committee must attend the SSF meetings.
- 16.4. Apart from the persons mentioned at sub-paragraph 16.3 above, the SSF may extend invitations to any internal or external role player to attend the annual general meeting.
- 16.5. The SSF may once a year convene a SSF meeting where the executive committees of all the CPSF also attend.
- 16.6. The SSF may also once a year convene an extended broader SSF meeting where the chairpersons of all the Community Police Forums in the Cluster also attend.
- 16.7. Minutes and other documents of meetings must be distributed within 21 working days after the respective meeting.
- 16.8. A year planner for all meetings should be presented, approved and circulated to all members of the SSF at the last meeting of the SSF of the preceding year.
- 16.9. The Executive Committee shall present an Integrated Strategic Plan for the SSF for adoption for the next financial year at the last meeting of the SSF of the preceding year.
- 16.10. When a newly elected Executive Committee succeeds, they shall be required to amend and/or ratify the Strategic Plan at the first SSF Meeting after the Elective AGM or Special General Meeting.
- 16.11. The Chairperson of the SSF shall convene a special SSF meeting when requested by at least fifty per cent (50%) of the membership of the SSF and the notice for such meeting must include an agenda indicating the items to be discussed.

## **17. NOTICE OF MEETING**

- 17.1. The secretary shall, in writing, give notice to all members of Executive Committee at least 7 Days prior to the date of the meeting concerned as determined in the Year Planner for all meetings.
- 17.2. The secretary shall, in writing, give notice to all members, of a Special General Meeting at least 30 days prior to the date of the meeting. The notice shall include the agenda for such special meeting.
- 17.3. The Secretary shall in writing, give notice to all members, for a Special Meeting called for by the Station Commander, MEC and or Provincial Commissioner, at least 14 days prior to the date of the meeting. The notice shall include the agenda for such special meeting and the purpose.

## **18. QUORUM**

- 18.1. During all meetings of the SSF, a quorum will be required for the meeting to proceed.
- 18.2. Fifty percent (50%) plus one (1) of the designated members of the SSF will constitute a quorum.
- 18.3. If no quorum is attained at this meeting, the meeting will be postponed for a period of fourteen (14) days.
- 18.4. If no quorum is attained at the rescheduled meeting, the meeting shall continue with the attendees who shall be deemed to be a quorum.

## **19. CORRESPONDENCE:**

- 19.1. All documents and correspondence on behalf of the SSF shall be signed by the secretary or a person duly authorized by the SSF.
- 19.2. Notwithstanding the diversity of languages in the Republic of South Africa, English, where appropriate, shall be the medium of communication.

## **20. CODE OF CONDUCT AND DISCIPLINARY PROCEDURES**

- 20.1. The SSF shall adopt a code of conduct and disciplinary procedures annexed to this Constitution.
- 20.2. All SSF members shall undergo a security clearance, which shall be carried out by the Local Criminal Records Centre (LCRC).



## **21. DISPUTE RESOLUTION**

- 21.1. The resolution of disputes relating to the SSF, which cannot be resolved by the Station Commander and/or Sector Commander, shall be dealt with in terms of paragraph 14 (3) of the Interim Regulations, 2001.

## **22. DISSOLUTION OF THE SSF**

- 22.1. The Station Commander shall, in consultation with the ECPF, dissolve the SSF, with reason, and put in place an interim statutory structure. A special AGM must then be convened within ninety (90) days to elect a new SSF.
- 22.2. In the event of the SSF being dissolved in terms of clause 22.1, above, the statutory interim structure shall manage the assets and liabilities of the SSF.
- 22.3. The dissolution of a Cluster CPF, CPF and or any other sub-forum shall be confirmed by the Provincial Commissioner in Consultation with the MEC or HOD for Community Safety and the relevant Cluster Commander or Station Commissioner and relevant superior Executive of the community police CPF or forum.

## **23. AMENDMENTS TO THE CONSTITUTION**

- 23.1. The constitution of the SSF can only be amended during an Annual General meeting or Special General Meeting or to align the SSF Constitution to the ECPF Constitution.
- 23.2. Intention to amend the constitution, as well as the proposed amendments, must be circulated to all members of the SSF at least 21 days prior to the meeting; and
- 23.3. The Constitution can only be amended by a two-thirds majority of the required quorum for an AGM.

## **24. ELIGIBILITY TO BE IN THE EXECUTIVE OF THE SSF**

- 24.1. All SSF members resident and/or employed and/or ratepayers in the Erasmia Precinct with the specific area and sector identified in Annexure E, and in good standing not specifically excluded in terms of this Constitution shall be eligible to be voted into the Executive of the SSF.
- 24.2. The following person shall not hold elected positions in the SSF:
- 24.2.1. Serving employees of SAPS, as regulated in the SAPS Act as amended (including the employees of Metro Police Departments), employees of both

the National and Provincial Secretariats for Police Services, employees of the Independent Police Investigative Department.

- 24.2.2. SAPS Reservists, unless required in an ex-officio capacity;
- 24.2.3. Persons with a criminal record, unless expunged in terms of the Criminal Procedures Act;
- 24.2.4. Owners and employees of private security companies as regulated by the PSIRA, unless required in an ex-officio capacity;
- 24.2.5. Persons who are not citizens of the Republic of South Africa;
- 24.2.6. Persons under the age of 18 Years, unless representing an elected SSF youth desk committee;
- 24.2.7. Persons holding elected political position in registered political parties with responsibilities in public office.
- 24.2.8. Any person that may have a direct conflict of interest with the operations and crime intelligence of SAPS, unless required in an ex-officio capacity.

**25. APPROVAL OF THE CONSTITUTION**

This Constitution including Annexures A, B, C, D, E and F as amended is duly adopted at Erasmia on this the \_\_\_\_\_ day of June 2022.

\_\_\_\_\_  
**CHAIRPERSON OF THE  
DOORNRANDJE AND LAEZONIA  
COMMUNITY SAFETY SECTOR SUB-FORUM**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SECRETARY OF THE  
DOORNRANDJE AND LAEZONIA  
COMMUNITY SAFETY SECTOR SUB-FORUM**

\_\_\_\_\_  
**DATE**

**EXECUTIVE MEMBERS:**

\_\_\_\_\_  
**DEPUTY CHAIRPERSON OF THE  
DOORNRANDJE AND LAEZONIA  
COMMUNITY SAFETY SECTOR SUB-FORUM**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**TREASURER OF THE  
DOORNRANDJE AND LAEZONIA  
COMMUNITY SAFETY SECTOR SUB-FORUM**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PUBLIC RELATIONS OFFICER OF THE  
DOORNRANDJE AND LAEZONIA  
COMMUNITY SAFETY SECTOR SUB-FORUM**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEPUTY SECRETARY OF THE  
DOORNRANDJE AND LAEZONIA  
COMMUNITY SAFETY SECTOR SUB-FORUM**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEPUTY TREASURER OF THE  
DOORNRANDJE AND LAEZONIA  
COMMUNITY SAFETY SECTOR SUB-FORUM**

\_\_\_\_\_  
**DATE**

**ERASMIA SAPS:**

\_\_\_\_\_  
**STATION COMMANDER  
ERASMIA SAPS**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**VISPOL HEAD ERASMIA  
ERASMIA SAPS**

\_\_\_\_\_  
**DATE**

## ANNEXURE A

### CODE OF CONDUCT

1. Members of the SSF and all its structure shall not promote any party politics when dealing with SSF and respective CPF matters.
2. Members must not use any abusive language or make sexist or racist remarks.
3. No member shall utilize the SSF/CPF or SAPS logo or emblem for personal or private gain.
4. Members of the SAPS working with the SSF shall behave and act in a manner that promote community police relations and, if such members are expected to carry out duties, which will enable the SSF to perform its function, do so without, fail.
5. Members of the SSF shall agree to have their fingerprints taken for the purpose of security clearance.
6. Members of the SSF must declare any conflict of interest and not participate on matters where there is a conflict of interest.
7. Members must behave in a diplomatic, professional, controlled and dignified manner when dealing with each other and with the general public.
8. SSF members shall not be actively involved in SSF/CPF matters whilst under the influence of liquor, drugs and all other illegal intoxicating substances.
9. Members of the SSF/CPF and Services shall not abuse their positions to bring the CPF and its sub structures into disrepute.
10. Members of the Executive must hand over all records and assets of the SSF to the incumbents within 30 days of leaving office.
11. Any member who contravenes the Code of Conduct and CPF constitution shall be dealt with in accordance with the disciplinary process referred to in annexure C and may be suspended pending a disciplinary hearing.

## ANNEXURE B

### MISCONDUCT

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

## **ANNEXURE C**

### **DISCIPLINARY PROCEDURE**

1. A disciplinary committee shall be established to address a reported misconduct.
2. The accused person shall be afforded a fair hearing by being informed of charges against him/her and be afforded an opportunity to state his/her case and appoint a representative of his own choice within the SSF/CPF.
3. Outside or external legal representative shall not be allowed whilst the matter is being dealt with internally.
4. A disciplinary committee will consist of two executive committee members, one SAPS member, and one member of the SSF/CPF who does not serve on the executive 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 penalties 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 in the event that the disciplinary committee is satisfied that the accused person was properly informed and no valid excuse for the absence was tendered.
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 Area Commissioner shall institute such an action.

### **PENALTIES**

1. Warning (Verbal or Written)
2. Suspension
3. Expulsion
4. Refund or Payback (in cases of theft or fraud)
5. Laying of a criminal charge against the accused member
6. Instituting a civil claim against the accused member
7. Some of the penalties may be imposed simultaneously

## **ANNEXURE D**

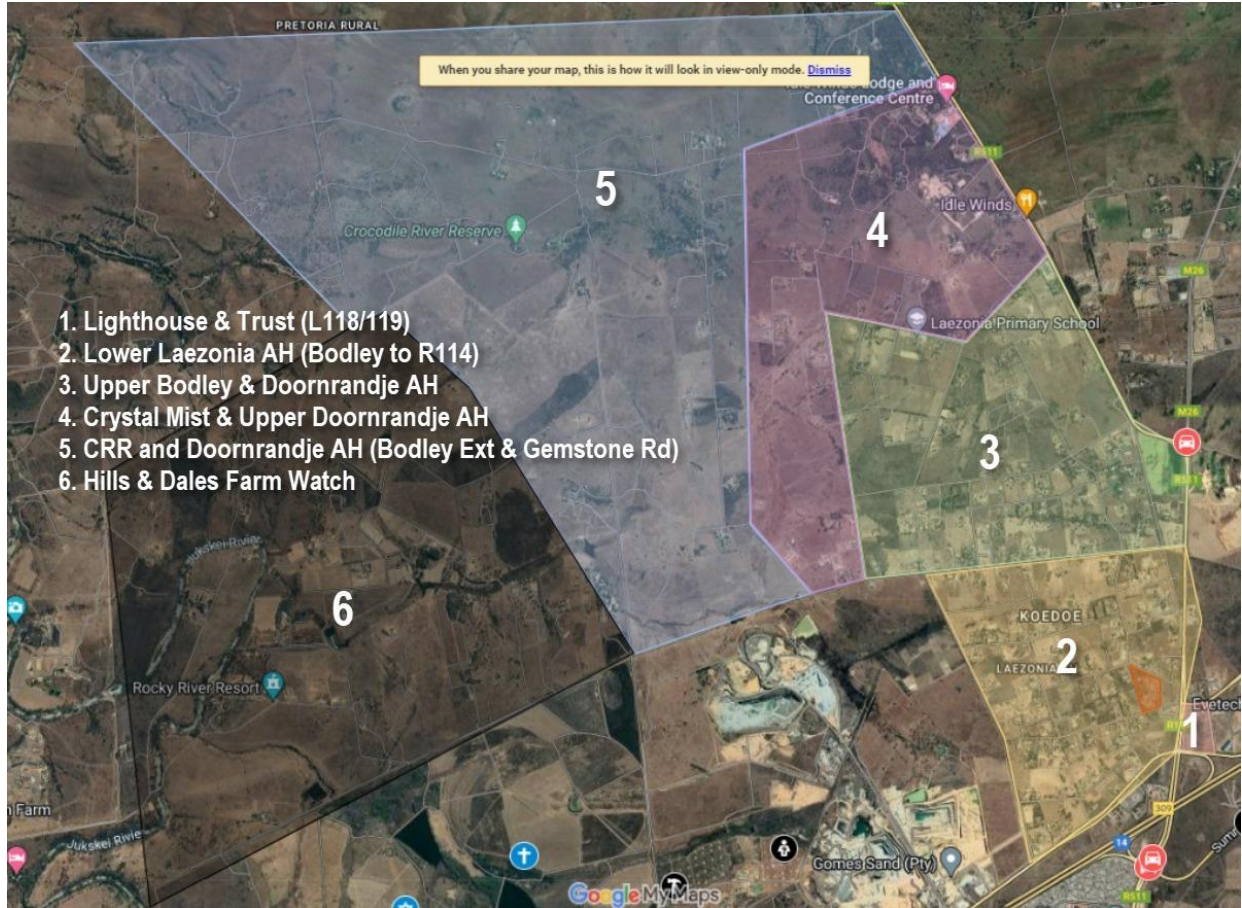
### **ELECTION PROCEDURE AND TIMELINES FOR ELECTIONS SECTOR SUB-FORUM**

1. The SSF elections shall be in accordance with the provisions of this Constitution.
2. The Elections shall be held before the end of March in the year, coinciding with the end of the term of office of the Provincial CPF.
3. Elections at SSF level will be directed on behalf of the Provincial Commissioner, by the Station Commander or the Deputy of the Station Commander as nominated by the Station Commander and a representative of the CPF
4. At SSF level, the Station Commander, a member of the CPF, as appointed by the Executive CPF, will oversee the elections.
5. The membership that can participate at elections at SSF level are the Community Members of the Sub-Sector or a duly authorized member of the respective Sub-Sector as appointed by a respective member.
6. Each SSF member shall have one single vote.
7. Nominations for all positions shall be requested by the presiding officer.
8. Nominees shall be resident, own property or employed in the Sub-Sector and shall have the responsibility to provide a security clearance at the elections, taking due cognizance of Clause 24 of the Constitution of the SSF.
9. Each nominee shall have a proposer and a seconder. The Nominee shall declare his or her acceptance in writing for the position nominated.
10. The membership shall cast their vote by show of hands.
11. The presiding officer and SSF member shall announce the appointees with the highest vote.
12. The SSF will meet every month or whenever required to do so.



## ANNEXURE E

### SECURITY CLUSTERS WITHIN THE DOORNRANDJE AND LAEZONIA COMMUNITY SAFETY SECTOR SUB-FORUM



**ANNEXURE F**

**APPROVED SIGNATORIES OF THE DOORNRANDJE AND LAEZONIA  
COMMUNITY SAFETY SECTOR SUB-FORUM**

**AUTHORISED SIGNATORIES OF DOORNRANDJE AND LAEZONIA COMMUNITY  
SAFETY SECTOR SUB-FORUM**

1. Where the SSF needs to sign any document 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 will be any two of the following:
  - 1.1. The Chairperson;
  - 1.2. The Deputy-Chairperson;
  - 1.3. The Treasurer.

\_\_\_\_\_  
**CHAIRPERSON OF THE  
DOORNRANDJE AND LAEZONIA  
COMMUNITY SAFETY SECTOR SUB-FORUM**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEPUTY CHAIRPERSON OF THE  
DOORNRANDJE AND LAEZONIA  
COMMUNITY SAFETY SECTOR SUB-FORUM**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**TREASURER OF THE  
DOORNRANDJE AND LAEZONIA  
COMMUNITY SAFETY SECTOR SUB-FORUM**

\_\_\_\_\_  
**DATE**