



LUTON NEIGHBOURHOOD WATCH ASSOCIATION CONSTITUTION

DATE OF ADOPTION: -----

1. Name of the Organisation

1.1 The name of the organisation is the Luton Neighbourhood Watch Association (hereinafter referred to as LNWA).

1.2 LNWA shall be a volunteer led non-profit organisation, politically neutral, non- sectarian and religiously neutral. The Association will operate an equal opportunities and non-discriminatory policy and will embrace diversity.

2. Objectives of the Organisation

2.1 Provide local leadership, strategic direction, advice, governance and guidance to Neighbourhood Watch members, partner agencies and the public in Luton.

2.2 Assist with the development and support of Neighbourhood Watch Districts located across Bedfordshire.

2.3 Promote good citizenship, community wellbeing, greater public awareness, increase public participation in the prevention and detection of crime, and reduce the fear of crime.

2.4 Support police/community liaison and increase community safety in partnership with partner agencies and other relevant organisations.

3. Powers

In furtherance of the said Objectives LNWA may:

3.1 Promote and assist in the development of Neighbourhood Watch Associations and Groups across Bedfordshire and participate in the wider promotion of Neighbourhood Watch more generally.

3.2 Carry out research and surveys, provide and communicate information, services and advice to



and on behalf of all LNWA Members, exchange information and share and promote best effective practices. Additionally promote acceptable behaviour and performance standards amongst all Neighbourhood Watch entities and, where appropriate, with other organisations. Provide relevant, accurate and timely information to the public and media in the appropriate context and circumstances, whilst being always within the approved guidelines.

3.3 Act as a forum, co-ordinate resources and provide services for LNWA Members as appropriate, including the provision of small grants to LNWA Members when considered appropriate, arranging & providing for or assisting with the holding of meetings, seminars, training courses, exhibitions and/or similar.

3.4 Act as a consultative and advisory body to Authorities on matters affecting Neighbourhood Watch in Luton. Represent the views and needs of LNWA Members and exchange information where appropriate to/with Authorities and other Neighbourhood Watch entities.

3.5 Raise funds, invite, receive and handle donations from any persons or bodies by way of subscription or otherwise, in such a prudent, reasonable and legal manner as to be aligned in principle with charity law The Charities Act 2011 (as amended by the 2022 Act) and the Fundraising Regulator's Code of Practice (2019, as amend 2025).

4. Membership

- 4.1 As of the date of adoption of this constitution, the voting membership of the LNWA shall consist of recognised and authorised Neighbourhood Watch Schemes within Luton, collectively known as LNWA Members. Where no formal Group exists, the Chair/Co-Chairs may invite potential organisers to attend LNWA meetings. To be recognised, a scheme must be regsietred on ourwatch.org.uk
- 4.2 Members who volunteer and become authorised scheme coordinators will be known as. 'Coordinators'. All Coordinators and Area Coordinators are automatically members of the LNWA.
- 4.3 Membership of the LNWA is also open to any Member who applies and joins the Committee.
- 4.4 Membership is not transferable. LNWA organising committee maintains the right to refuse an application for membership of the committee, if they consider it to be in the best interests of the LNWA. In such case, the organising committee must inform the applicant in writing of the reasons for the refusal within 21 days of the decision and consider any written representations the applicant may make about the decision. The organising committee's decision following any written representations must be notified to the applicant in writing but shall be final.
- 4.5 Additional representation nominated by the Neighbourhood Watch Network for England & Wales; the Bedfordshire Police, and/or the local authority(ies) with an interest in community safety, shall be entitled to attend and speak at meetings as non-voting contributors.
- 4.6 The organising committee of the LNWA will keep a register of names and contact details of the committee members, which must be kept and used in accordance with current GDPR legislation.
- 4.7 Membership of the LNWA may be subject to a police check.

5. Committee Structure and Management



5.1 LNHW will be managed by an Executive Committee, elected annually by members at the LNHW's Annual General Meeting, who shall be responsible for the general control and management of the LNHW.

5.2 The Executive Committee will be made up of LNHW members and comprise: Chair/Co-Chairs, Secretary and Treasurer who will be the officers of the LNHW. Additionally, not more than fifteen other members will form the committee.

5.3 Where possible, there will be at least one representative from each of the Neighbourhood Watch Schemes that make up LNHW.

5.4 Executive Committee will elect its Officers from the committee elected by members at the Annual General Meeting.

5.5 The Executive Committee shall have the power to co-opt additional Neighbourhood Watch members residing in Luton, to fill vacant positions or assist the Executive Officers should the need arise, in order to maintain the integrity and effectiveness of the LNHW.

5.6 The Executive Committee will appoint from their committee a LNHW Communications Administrator who will be responsible for the register of Schemes, and members, and will also provide support to Neighbourhood Watch District administrators.

5.7 A co-opted member may be appointed to this role if the committee is unable to appoint from within. A deputy administrator may also be appointed.

5.8 Executive Committee will meet not less than three times a year. There must be at least five voting members at an Executive Committee meeting including an Officer. Minutes will be produced and approved at the next meeting and then posted on the organisation's website.

5.9 All Executive and co-opted members shall retire at each Annual General Meeting following their appointment but shall be eligible for re-election.

6. Termination of Membership

6.1 A Voting member may resign from the committee by giving written notice to the organising committee. ~~membership will be deemed void if no activity or communication is observed or~~ received by the inactive member after a period of 90 days. A deputy may resign by giving written notice to their voting member, who shall inform the committee.

6.2 The Voting Members shall have the right, for good and sufficient reason, (including the 90 day rule in 6.1) to decline, discipline, suspend or terminate the membership of any voting member or their deputy, providing that the voting member or deputy is afforded the opportunity of being heard by the organising committee before a final decision is made.

6.3 The organising committee shall have the right to decline, discipline, suspend or terminate the membership of any Neighbourhood Watch member in the scheme area including a member of any sub-committee, who displays unacceptable behaviour or performance standards, commits any illegal act, or conducts themselves in a manner which threatens or may threaten the integrity and/or bring into disrepute, both nationally and within Luton/Bedfordshire, the reputation of Neighbourhood Watch. Such a member shall be afforded the opportunity of being heard by the voting members before a final decision is made.

6.4 The agreement by a simple majority of the voting members shall be necessary to decline, discipline, suspend or terminate any membership. If a tie in voting, then consultation with the



National Neighbourhood Watch Network for resolution can apply.

7. General Meetings

7.1 The Annual General Meeting (AGM) of the LNHW shall be held in May each year or as soon as practicable within 4 weeks thereafter. At least 21 days' notice in writing shall be given by the committee to the voting members. Any delay beyond May will be agreed before the last day of May. Notice given electronically shall be deemed to be notice in writing.

7.2 The quorum at an AGM will be twenty members including at least one Officer.

7.3 At the AGM members shall elect the members of the Executive Committee.

7.4 Nominations for the Executive Committee duly proposed and seconded, shall be delivered to the Secretary at least fourteen days before the AGM, with the consent of each nominee.

7.5 Retiring Executive Committee Members standing for re-election shall not be required to deliver such notice.

7.6 In the event of no nominations being received for a post prior to the meeting, at the discretion of the Chair/Co-Chair nominations may be accepted from the floor.

7.7 An EGM may be convened at the discretion of the voting members, or by a written request made to the committee by at least 50% of the voting members, stating the specific reasons. The committee shall within a reasonable time convene a meeting subject to 21 days' notice given to each voting member. Every voting member shall be entitled to attend and vote at the EGM.

7.8 Minutes and other documents from the AGM and any EGM shall be kept by the AGM/EGM recorder and the recorder shall enter therein a record of all proceedings and resolutions. It is discretionary for minutes (and/or video recordings) in full or part to be made available via the LNHW's website (public domain).

8. Conduct at Meetings

8.1 At LNHW meetings, a quorum shall constitute a minimum of 50% of voting members, or at least 20 members at AGM. Within a period of a minimum 10 working days before any proposed meeting date, a majority of voting members shall agree a meeting lead, for the facilitation and running of the meeting, and a meeting recorder (voting or coop). Any voting member can propose themselves to be meeting lead. The responsibility for initially drafting and issuing, after consultation, the appropriate committee meeting agenda lies with the meeting lead. Voting members may vote on a seconded proposal by proxy (the proxy vote is only applicable to the proposal and to no other business and only used if the member cannot be present).

8.2 Resolutions shall be proposed and seconded, and ordinarily be passed by a majority of votes on a show of hands. However, a secret ballot may be held upon request of any voting member or this shall be adjudicated by an independent ex officio person, and the outcome recorded in the



minutes of that meeting. Resolutions that cannot command a simple majority will be withdrawn or held in abeyance until a majority is achieved. (A resolution held in abeyance must be passed within 30 days of proposal).

8.3 Details and decisions of any committee meeting shall be taken by the meeting recorder and shall be kept by the committee in a shared accessible file and shall enter therein a record of all proceedings and resolutions. It is discretionary for details (and/or video recordings) in full or part to be made available via the Association's website (public domain).

8.4 The Association shall meet not less than 4 times a year, with 21 days' notice given to each Voting member of the proposed meeting and its agenda items within 10 days.

9. Finance

9.1 The financial year shall end on 31st March.

9.2 All monies raised by or on behalf of the LNHw shall be applied to further the purposes of the Association and not otherwise. Nothing herein contained shall prevent the reimbursement in good faith of reasonable out-of-pocket expenses necessarily and properly incurred in furtherance of the objectives of the association. Such expenses should be claimed within 30 days of expenditure, or a shorter period if necessary to allow the Treasurer appropriate closure of accounts for the financial year.

9.3 The Treasurer shall keep proper and accurate Accounts of the finances of the LNHw. The Treasurer will report to each meeting of the LNHw, at each AGM, and whenever requested by the members, a true and fair view of the financial situation of the Association. In addition, the Treasurer will produce for inspection at any reasonable time the bank books, cash books and other financial documentation and information concerning the LNHw where requested.



9.4 Where relevant, a bank account shall be maintained in the name of the LNHW with such bank as the voting members shall from time to time decide. The voting members shall authorise in writing (one always being the Treasurer) and at least two other members who shall from time to time determine to make payments on behalf of the LNHW. All payment authorisations and cheques must be signed by two of the authorised signatories.

9.5 The account may be used to hold, reserve and so ring-fence funds on behalf of other approved Neighbourhood Watch organisations, the decision to do so at the discretion of the voting members.

10. Dissolution

10.1 If the voting members decide, by a simple majority, it is necessary or advisable to dissolve the LNHW, the organising committee shall call an EGM stating the terms of the Resolution to be proposed. If such decisions shall be confirmed by a majority of at least 50% of votes of those present and voting at such meeting, the voting members shall have the power to dispose of any assets held by or on behalf of the LNHW.

10.2 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution(s) having objectives similar to the objectives of the LNHW as the members may decide, or may be applied to some other charitable or Neighbourhood Watch purpose. Any funds being held by the LNHW on behalf of any other organisation to be returned to the owning organisation in a manner specified by them.

11. Amendments to the Constitution

11.1 Any proposed alterations to this constitution shall require the assent of not less than 50% of voting members. Any changes will be enacted by a majority of votes of those present and voting at an AGM. Notice of any such alteration and details of same must have been received by the committee in writing not less than 21 days before the Meeting at which the alterations are to be proposed.

11.2 In circumstances, where minor changes to the constitution are deemed necessary, such changes may be made following a simple majority vote of approval by the voting members. These changes, including such items as change of committee numbers and/or responsibilities, frequency of meetings, etc., that are considered necessary by circumstances prevailing at the time, may be made provided that such changes in no way alter Clauses 1,2,3,4, 10 and 11.



12. Declaration of Adoption

12.1 On behalf of the Luton Neighbourhood Watch Association, I hereby declare that this Constitution was approved and adopted at our Annual General Meeting held at

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