

# HONLEY BUSINESS ASSOCIATION

## CONSTITUTION

### AIMS:

- To foster friendly relations between all businesses
- To work for the future development and prosperity of Honley village
- To promote Honley as a business centre
- To take action on all matters affecting members' interest, locally and nationally
- To develop and maintain good working relationships with both parish and Kirklees councils and also the office of MP
- To create cooperation and sustainable relationships with other local organisations

### RULES:

1. A member shall be either a business or profession carrying on a legitimate business in Honley and surrounding district. Each business member shall be entitled to one vote.
2. Members of community groups or individuals within the district of Holme Valley North may join HBA as Associate Members for a reduced fee to business members
3. Membership fees shall fall due on the 1<sup>st</sup> March each year. Fees not paid by June 30<sup>th</sup> of that year shall remove voting rights at the Annual General Meeting of that year.
4. A Management Committee shall run the general business of the Association and shall have the power to make decisions as may be deemed necessary for the efficient and ordinary business of the Association. The Management Committee shall consist of a Chair; Vice Chair; Treasurer; Secretary and Committee of min 4 persons. Associate Members can be Committee Members but not hold any of the four main management positions.
5. Election to the Management Committee: Nominations for officers of the Management Committee shall be made in writing at least two weeks prior to the AGM and must only be submitted with the consent of the nominee. Each nomination will then be balloted at the AGM
6. Meetings:
  - a. The Management Committee shall meet where and when necessary.
  - b. The AGM shall normally be held during January although this may be moved by agreement of the majority of the committee.
  - c. Meetings will be held at least quarterly for members and monthly for Committee. Unless specifically requested there shall be no meetings during December.
7. Expenses: Management Committee members may claim legitimate expenses for cost incurred on activities on behalf of the Association. These shall become payable at the meeting subsequent to the actual costs being incurred and shall be available for scrutiny and approval by members at said meeting.
8. Funds: All monies of the Association shall be banked in the Association Bank Account. 4 office bearers shall be the named signatories on the account and at least 2 of the signatories will be required to withdraw funds.
9. Alteration of Rules: These rules may only be altered at an AGM or Extraordinary Meeting called for that purpose. Any alteration must have the support of two thirds of the members present and voting at such meeting.

### **Meeting Dates for 2016**

**Mon Feb 8<sup>th</sup>, Tues April 12<sup>th</sup>, Mon June 13<sup>th</sup>, Tues Sept 13<sup>th</sup>, Tues Nov 1<sup>st</sup> at 7.30pm Venue and Agenda tbc**

## Equal Opportunities Policy

The aim of this policy is to communicate the commitment of the Management Committee and members to the promotion of equality of opportunity in Honley Business Association. It is our policy to provide equality of membership to all, irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having or not having dependents
- religious belief or political opinion
- race , religion and belief
- disability
- sexual orientation
- age

We are opposed to all forms of unlawful and unfair discrimination. All members of the organisation will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on membership, selection for office, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability.

We recognise that the provision of equal opportunities in all our activities will benefit the organisation. Our equal opportunities policy will help members to develop their full potential and the talents and resources of the members will be utilised fully to maximise the effectiveness of the organisation.

Honley Business Association recognises that there is a statutory duty to implement an equal opportunities policy. This policy applies to all volunteers and members of the group alike.

Honley Business Association is committed to the principles and practice of Equality. Honley Business Association values the diversity of the local population. We want our services, facilities and resources to be accessible and useful to every citizen regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any other individual characteristic which may unfairly affect a person's opportunities in life.

## Equality commitments

We are committed to:

promoting equality of opportunity for all persons

- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- fulfilling all our legal obligations under the equality legislation and associated codes of practice
- complying with our own equal opportunities policy and associated policies
- taking lawful affirmative or positive action, where appropriate breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of membership

## Implementation

The Chair and Management Committee have specific responsibility for the effective implementation of this policy. We expect all members to abide by the policy and help to create the equality environment which is its objective.

## Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of the equal opportunities policy will be reviewed regularly (at least annually) and action taken as necessary.

This policy is fully supported by the Chair and Management Committee and was adopted by the Honley Business Association on **19<sup>th</sup> January 2016**

## Dissolution

- If the need for the dissolution of Honley Business Association arises, an extraordinary meeting will be called with 21 days clear notice being given to all members. Dissolution will be effective by a two thirds majority of those fully paid up members / associate members who attend said meeting.
- Any remaining assets remaining to the organisation after the satisfaction of any debts will be passed to any similar organisation within the village of Honley which is considered by the membership to best share the aims and objectives of Honley Business Association.

**This revised constitution (all previous constitutions now being rescinded) has been presented to the membership of Honley Business Association for their approval at the AGM on Tuesday 19<sup>th</sup> January 2016 and is signed and dated by the Chair and members of the Management Committee:**