

Herts Hoteliers Association

Mission Statement

- To provide positive representation and promotion of the Hospitality sector
- To share knowledge and support for the benefit of the Hospitality sector
- To strengthen our ability to influence key strategic decision making bodies
- To promote careers within the hospitality sector
- To promote tourism and service within the County of Hertfordshire

Objectives and Aims of the Association

- To strengthen our ability to lobby other related professional organizations
- To network within the sector to grow our own business's
- To develop and support the commercial & leisure markets within Hertfordshire
- To share business trends and levels of trading in line with legislation
- To ensure all members act with integrity and respect of their dealings with each other on matters affecting the association

Political

- The association is a non political organisation

Membership

- 25 bedrooms is a minimum requirement for membership to the association
- Geographical area to include all of Hertfordshire
- New members should be proposed in writing to the Chairman and on majority vote invited by the chairman to join
- Full membership to be open to hotels only that are deemed to complement the aims and objectives of the HHA and must be in writing to the Chairman.
- New members must agree to abide by the rules of the constitution
- In order to retain membership, member hotels must commit to the General Manager or a suitable alternative senior manager attending 10 out of 12 meetings per annum
- Any members wishing to resign their membership of the association shall give written notice of their intention to do so to the secretary
- Any members who fails to pay the annual subscription to the association within 45 days of it being due, will be deemed to have resigned

Vote of members

- Every member hotel unit shall have one vote on any decision being made
- No members shall be entitled to vote unless all monies presently due have been paid
- Votes may be given either personally by the representative at the meeting or to the Chairman in writing 24 hours prior to the meeting.
- Voting or decisions at future meeting will be minuted. The Chairman has the casting vote
- The association will be managed by the following voluntary officers
Chairman
Vice-Chairman
Treasurer / Secretary
- The officers will be selected annually by a vote of full members only and by a majority
- Candidates should be proposed and seconded. The Chairman has the casting vote
- No two elected officers shall be from the same hotel group

Meeting structure

- Meeting are to be held monthly and rotated within the hotels of the association
- Meetings are to run for approximately 90 minutes
- Host venues to provide meeting room and simple refreshments
- Minute taking shall be organised by the Chairman or Vice-Chairman
- Meetings shall be chaired by the Chairman or Vice-Chairman

Subscriptions and funding

- Membership subscription is set at £250 for the 12 full months commencing October 1st 2007. Future annual subscription will be fixed annually and ratified at the A.G.M. Members joining part the way through the year will be liable for the full subscription. The secretary/treasurer will administer a bank account.
- This subscription shall be payable annually on receipt of an invoice sent out by the Secretary/Treasurer, invoice due for payment with in 45 days maximum
- Two signatures from three signatories will be required and no funds may be withdrawn without the express authority of the association members who should vote and pass a resolution to commit funds on each occasion
- There will be no refunds of membership subscriptions for lapsed membership or upon deciding to leave the association. Departing members shall no longer receive any benefit or service from association funds
- When practical and possible to do so, a budget of how the funds will be spent for the new financial year will be presented by the association officers and agreed by vote of association members

Accounts

The association will ensure proper books of accounts to be kept for;

- All sums and money received and expended by the association , and the matter in which the receipt and expenditure took place
- All sales and purchases of goods by the association
- The assets and liabilities of the Association, if any
- Once appointed the bankers for the Association shall be declared and minuted
- Accounts shall be audited at the end of each membership year by an accountant to be appointed by the majority

Alterations and amendments to the Constitution

- On request of a minimum 30% of membership, an extra ordinary meeting will be called within 21 days
- The constitution can be amended at an association meeting subject to required majority vote being reached, proxy votes are acceptable

Sign here as acceptance of the terms and conditions of this Constitution

Signature:..... Name:.....

Date:..... Hotel Represented:.....