



KINGS HEATH BUSINESS ASSOCIATION CONSTITUTION

1 NAME

1.1 The group shall be known as **KINGS HEATH BUSINESS ASSOCIATION** (or KHBA).

2 OBJECTIVES

2.1 To gain active support and involvement of local businesses, so that KHBA can represent their interests and concerns.

2.2 To promote improvements to the Kings Heath area, particularly in terms of infrastructure (road access, parking, etc.), thus providing a better environment for business operations and protecting the safety and security of everyone working in the said area.

2.3 To act as a focus for lobbying and discussion with the City Council, Government Offices, Police and other bodies, thus enabling a provision for practical and financial advice and security for business improvements.

2.4 To create a 'network' involving all businesses, thus facilitating skill exchange, training, business opportunities, networking, website and the sharing of information relevant to local businesses and their problems.

2.5 To encourage good relations between local businesses and the local community, and to help reduce the cost of crime.

2.6 To encourage and support investment in the area. To help generate new jobs and prosperity and to generally raise the profile of Kings Heath.

2.7 To promote and support businesses in the Kings Heath area.

3 MEMBERSHIP

3.1 Membership is open to:

3.1.1 Businesses in the KHBA Membership Area (defined as a one-mile radius from the intersection of Alcester Road South and Howard Road); and

3.1.2 Businesses outside the above KHBA Membership Area who offer a product or service not already offered by a current member

3.2 Businesses wanting to join KHBA must submit a completed Membership Application Form and pay the required New Member Fee. The Membership Secretary will make any necessary enquiries, e.g. request proof of Business Address, to ensure that the business is eligible to join.

3.3 Members who move their business out of the above KHBA Membership Area may remain as members if they wish.

4 SUBSCRIPTIONS

4.1 New members pay a New Member Fee of £30.

4.2 The Annual Renewal Subscription, due on September 1st of each year, will be determined by the KHBA Committee and notified to members. A discount of up to £10 applies if payment is received within 3 months of the due date.

4.3 Members joining other than in September receive a pro rata rebate from their first Annual Renewal Subscription.

5 RIGHTS AND DUTIES OF KHBA MEMBERS

5.1 Members (or their representatives) are entitled to attend all Committee Meetings as observers. The Chairman will allow them to contribute if appropriate, but they cannot raise motions at the meeting and they cannot vote.

5.2 Members have one vote on any motion put to an Annual General Meeting (AGM).

5.3 Members are eligible for election to the KHBA Committee.

5.4 Members are eligible to have an entry on the KHBA website.

5.5 Members are entitled to an entry in the KHBA Directory. They can either pay for a display advert or have a "Free Basic Entry".

6 THE KHBA COMMITTEE

6.1 KHBA shall be directed by the KHBA Committee, which shall have powers to conduct all such affairs of KHBA as are not required to be conducted by an AGM.

6.2 The KHBA Committee will have up to 12 members and will consist of Officers and other Committee Members. Its Officers will be as follows:

- Chairman
- Deputy Chairman
- Secretary
- Treasurer
- Membership Secretary

Other KHBA members and other interested parties will be invited by the Chairman to join the KHBA Committee as Committee Members.

6.3 A KHBA member can only have one vote on the KHBA Committee.

6.4 In the event of an unforeseen vacancy arising in the duration of the KHBA Committee, the Officers may co-opt a KHBA member or other interested party to fill the vacancy.

6.5 The KHBA Committee may appoint sub-Committees with such terms of reference as they may consider appropriate. All members of the KHBA Committee are eligible to be part of any sub-Committee. The sub-Committee will have a Chairman (who must be a member of the KHBA Committee), and Minutes must be taken and reported to the KHBA Committee. The KHBA Committee can co-opt any KHBA member or any other interested party to join the sub-Committee.

6.6 At each AGM the KHBA Committee will stand down, followed by the election of the new KHBA Committee.

7 MEETINGS

7.1 Convening of Meetings

7.1.1 Monthly Committee Meetings will be convened as determined by the Chairman and Secretary at the preceding meeting. Proxy votes can be given in writing (e.g. email) to an Officer.

7.1.2 Special Meetings will be convened if 25% of members give notice to the Secretary, in writing, requesting a meeting, provided the purpose of the meeting is clearly stated and it is considered by the KHBA Committee that such purpose conforms to the objectives of KHBA. Proxy votes can be given in writing (e.g. email) to an Officer.

7.1.3 Other Meetings will be arranged by the KHBA Committee as and when they deem appropriate. Proxy votes can be given in writing (e.g. email) to an Officer.

7.2 Resolutions

7.2.1 All resolutions at Committee Meetings will be by majority vote of the KHBA Committee by show of hands, unless a ballot is requested and approved by the KHBA Committee. In this case, a secret ballot will be held. In the event of a secret ballot, the Officers will ensure the voting and counting is conducted correctly and impartially. If there is a tie in any vote, the Chairman will have a casting vote.

7.3 Quorum

7.3.1 No Committee Meeting or Special Meeting or Other Meeting will be held unless there is a minimum of 50% of the KHBA Committee present, and at least 2 of those present must be Officers.

7.4 Minutes

7.4.1 The Chairman will ensure that Minutes of all meetings are taken, and copies of such Minutes will be made available at the next meeting, or otherwise circulated with the notice of the next meeting. Minutes will be available to any member upon request.

7.5 Annual General Meeting (AGM)

7.5.1 An AGM will be held on a date announced by the Chairman or Secretary. The AGM will be open to all KHBA members, will include a report from each of the Officers, and will be the occasion for the election or re-election of the KHBA Committee.

7.5.2 Nominations must be received by the Secretary in writing (e.g. by email) at least one week before the date of the AGM.

7.5.3 Proxy votes can be given in writing (e.g. by email or signed proxy form) to an Officer.

8 ACCOUNTS

8.1 The Treasurer will ensure that proper accounts are maintained, and that annual accounts are made up to April 4th each year and available for inspection by the KHBA Committee. The accounts will be presented at the AGMs.

9 AMENDMENTS TO THE CONSTITUTION

9.1 This Constitution may be amended at any AGM by a 75% (Seventy Five per cent) majority vote of KHBA members and KHBA Committee members present.

9.2 Proposed amendments must be submitted to all KHBA members at least one week before the date of the AGM.