

8.0 Region Meetings

Region meetings of the Association will be held at least 6 times per year or as agreed by the regional committee.

The minutes / newsletter of each meeting must be sent to all region secretaries within the Association.

9.0 Election of Region Committee Members

The election of Region committees will be carried out bi-annually, alternate years to the National and completed in a professional manner.

Regional elections should be completed before the National Annual General Meeting.

Each region committee will consist of 3 officers and 5 committee members of which up to 2 can be Associate members.
The Regional Chair must be a Full Member.

10.0 Association Logo

Bona-fide Regions of the Association may use the agreed logo and name of the Association only.

Regions of the Association may not adopt any other name or logo other than that agreed by the National Council.

11.0 Media Communication

Contact with the media may only be with the agreement of the National Council.

The Chair of the National Council will act as spokesperson to the media or will nominate a substitute.

12.0 Data Protection

Members details must not be distributed.

NATIONAL COUNCIL 2011—2013

Chairman	Anne Britton Email:anne.britton@jumeirah.com
Deputy Chairman	Jean Roberts Email:jeanroberts29@hotmail.co.uk
Secretary	Angela Jaquiss Email:angelajaquiss@stratford.ac.uk
Deputy Secretary	Joanne Wilby Email:jowilby7@btinternet.com
Treasurer	Sara Cockram Email:sara.cockram@ukha.co.uk
Committee	Leigh-Anne Burns Email:lannygrace@hotmail.com

U.K. HOUSEKEEPERS



ASSOCIATION

Constitution

UK Housekeepers Association

The aims of the Association are:

- To promote the professional status of Housekeepers
- To promote Housekeeping as a career
- To provide forum for the exchange of information and ideas

1.0 Membership

Full Membership is open to:

Executive/Head Housekeepers and Deputies, Assistants, Linen Keepers or their equivalent in Hotels, Hospitals, Institutions and similar establishments, and Lecturers/Assessors in Housekeeping and any aspect of Further or Higher Education.

Membership will be at the discretion of the Regional Committee. 50% full membership subscriptions to be paid to National Funds.

Associate membership is open to companies who provide goods and services to the Housekeeping profession.

Membership will be at the discretion of the Regional Committee.

Membership subscriptions are retained by the Regional Committee.

Up to two Associate members can be co-opted/voted on to a Region Committee.

Student Membership.

Membership will be at the discretion of the Branch Committee. Membership subscription are retained by the Region. Students are not entitled to vote.

2.0 Annual Subscriptions

The Annual Subscription will be reviewed at the Annual General Meeting.

The Annual Subscription is due on 1 April.

Membership will be cancelled if the subscription is not paid by 1 June.

3.0 Annual General Meeting

The Annual General Meeting of the Association will be held on an Annual basis.

4.0 The National Council / Officers

The National Council shall be composed of the nationally elected Chair, Secretary, Treasurer and their Deputies. All Region Chairs, Secretaries and Treasurers or nominated regional Committee Members.

The elected National Council Officers and their corresponding elected deputies shall not be members of the same region of the Association. The National Council officers will work for the good of the Association. No more than 2 representatives from a Region to be on National Committee

Any decision outside National Council Meetings will be notified in writing to the nominated person per region. Any objections must be made to a National Council Officer within 1 calendar month of the date of the letter.

A quorum shall consist of three elected National Council Officers including deputies and 20% of elected Regional Officers including members who represent Officers and may vote for them by proxy. The elected National Council Officers of the Association shall be employed in the Housekeeping profession (not Associates)

5.0 Election of the National Council

Nomination for election to the National Council must be processed.

The nominee must agree to be nominated.

Nomination forms will have contact details of nominator.

The election of the National Council shall be held bi-annually and results announced at the Annual General Meeting.

Ballot forms shall be sent to all regional secretaries with full details of each nominee to send to all members of their region.

Independent persons agreed by the National Council shall scrutinize the results.

6.0 The Accounts

The financial year of the Association ends 31 March.

The National Council will appoint an independent examiner. The National Treasurer will present the Statement of Accounts.

7.Regional Accounts

Membership subscriptions are to be paid to the Region Treasurer

Region Accounts must be opened under a Treasurer account or equivalent in a bank. The National Treasurer should know the details.

There must be 3 nominated signatories per region and 2 of these used for every withdrawal or cheque issued.

Region Accounts of the Association shall be independently examined by a qualified person and made available to the National Treasurer.

A provision is available for a region to apply for extra funding. Approval will be assessed by the National Council Officers.