

# **METROS CONSTITUTION AUGUST 2014**

## **1 NAME**

The club shall be called **METROS**.

## **2 OBJECT**

The object of the Club shall be the promotion and encouragement of such activities as are appropriate to a family running club.

## **3 CLUB COLOURS**

The club colours shall be a yellow top with the word METROS on front and back. Shorts shall be navy blue.

## **4 MEMBERSHIP**

Membership of the club is confined to Amateurs as defined by the rule book of the athletics governing body (at present called UK Athletics).

Prospective members should apply in writing on a form provided for the purpose. All applications for membership shall be decided upon at the next committee meeting of the club.

## **5 MANAGEMENT**

The management of the club shall be vested in the membership through the committee which shall be elected annually by written ballot, using the procedure specified in Clause 10, by all paid up members aged 18 years or over attending the AGM. (Proxy votes will not be accepted)

The elected committee shall comprise an Honorary Chairman, Honorary Vice Chairman, Honorary Secretary, Honorary Treasurer, Honorary Membership Secretary, together with 7-11 other members to a maximum of 16 committee members, all of whom should be aged 18 or over on the date of the AGM.

The day to day business of the club shall be facilitated by co-ordinators whose duty shall be to co-ordinate the delivery of their specified area of interest. At any time any vacant, existing or new co-ordinator position may be filled by any member of the club with the approval of the committee. There shall be no limit on the number of co-ordinators.

## **6 SUBSCRIPTION**

Rules on club subscriptions are defined in the rule book of the athletics governing body (at present called UK Athletics).

The annual subscription of the club is \*\*1 for an adult member. The subscription shall become payable annually on the first day of March. Adult members joining in March to June will pay the full membership fee. New members joining in July to October will pay \*\*2, and those joining in November to February will pay \*\*3 and will join for all of the following membership year. The child subscription is \*\*4

available to children under 18 years. In addition a reduced rate of \*\*5 for students who are in full time education who are between 18 -21 years.

Payment to retain membership is unnecessary for individuals who are 70 years or over on the 1<sup>st</sup> March and are renewing their membership. For those 70 years or over joining the club, a one-off payment of £1 will apply, after which no further payment will apply for continued membership.

No member whose subscription is in arrears is eligible to participate in any competition entered by the Club or qualify for any club awards or points towards club awards or vote at an AGM or SGM.

\*\*1 As determined by the Annual General Meeting held on 18 May 2007 (£15.00 for adult members)

\*\*2 As determined by the Special General Meeting held on 12 Aug 2014 (£10.00)

\*\*3 As determined by the Special General Meeting held on 12 Aug 2014 (£20.00)

\*\*4 As determined by the Annual General Meeting held 19 May 1992 (£1.00)

\*\*5 As determined by the Annual General Meeting held on 14 May 2010 (£5.00)

Metros Competing Members will pay their own England Athletics Registration Fee.

## **7 ANNUAL GENERAL MEETING (AGM)**

1. A general meeting shall be held during the month of May in every year for the following purposes:

- a) To approve the minutes of the previous AGM
- b) To receive and approve the audited accounts, to receive the Honorary Treasurer's report and to vote upon any change in subscription proposed therein
- c) To elect an Auditor
- d) To elect the Committee
- e) To discuss and vote upon any other resolutions properly notified in advance in writing to the Honorary Secretary for inclusion on the agenda.

2 A person (and a deputy) shall be elected to chair the AGM by a committee meeting in March.

3 The Honorary Secretary shall give a minimum of 28 days' notice of the AGM, and publication in any Metros newsletter or magazine plus prominent displays at training sessions (e.g. Tuesday and Saturday) shall be deemed adequate notice. The notice of the meeting shall invite nominations for the committee as specified in '10 Committee Election Procedures' and any other resolutions for inclusion on the agenda. Nominations and Resolutions are to be received in writing by the Honorary Secretary not less than 14 days prior to the date of the AGM and the

Honorary Secretary shall publish the agenda and committee nominations not less than 7 days prior to the date of the AGM.

4 Only paid up members aged 18 years or over on the day of the meeting are eligible to vote.

## **8 SPECIAL GENERAL MEETING (SGM)**

If required by at least 20 members aged 18 years or over signing a written requisition, the Honorary Secretary must call a SGM in accordance with the following procedure:

a) Within 14 days of receipt of the requisition the Honorary Secretary must give notice of the venue, time, date and the business of the meeting which is to be held not less than 14 days from the date of the notice and not more than 28 days from the date of the notice.

b) For this purpose - give notice - shall be by email, postal or personal delivery of a written notice to every adult individual or family group.

c) The committee shall elect a person (and a deputy) to chair the SGM

d) Only paid up members aged 18 years or over on the day of the meeting are eligible to vote.

## **9 THE COMMITTEE MEETING**

The committee meeting shall normally be held monthly. There shall be not less than 6 meetings a year. The place, date and time of each meeting shall be published in advance, normally in the Club Newsletter. The meeting shall be open to all members. Only the committee will be eligible to vote on decisions to be taken at the meeting. The Chairman shall have a casting vote only, to be used at his/her discretion.

The committee shall have the power to co-opt additional voting committee members, up to the maximum of 6 per committee year, to hold office until the next committee election.

In the event of the resignation of the holder of a named committee position, the committee shall have the power to elect replacement(s) by secret ballot at any committee meeting.

The committee meeting shall receive and decide upon applications for membership, receive reports from co-ordinators as appropriate, establish new co-ordinator posts as and when required, decide upon budget matters, mandate the Honorary Treasurer to act on the Club's behalf as necessary, and discuss any other business.

The committee shall also receive from the Honorary Treasurer a report at least each quarter, detailing income and expenditure and bank balances since the last report plus an up-to-date summary of the club's assets.

A quorum shall be 7 committee members. In the absence of a quorum those present may make recommendations for consideration at the next quorate meeting. Decisions shall be by a simple majority of the committee members.

The committee shall be empowered to affiliate the club to such sporting and recreational associations, organisations or bodies as it thinks fit.

## **10 COMMITTEE ELECTION PROCEDURE**

The committee election procedure shall be a written ballot as follows:

a) For each named position a ballot form showing the names of the candidates will be distributed by the Honorary Secretary. Each member present shall be entitled to use one vote per position.

b) For the other 11 positions a ballot form showing the names of the candidates will be distributed by the Honorary Secretary. Each member will be entitled to vote for up to 11 different candidates using not more than one vote for any one candidate. The 11 candidates with the highest number of votes will be elected.

c) If needed between two and four vote counters (non-committee candidates) will be elected by the committee prior to the AGM.

d) Only the names of the successful candidates in each election will be announced, the details of numbers of votes cast shall be kept confidential by the vote counters.

## **11 ALTERATIONS TO THE CONSTITUTION**

No alteration or addition may be made to this constitution except by an AGM or by a SGM called for the purpose. Any alterations or addition shall require a two thirds majority of those present and entitled to vote.

I confirm that this Constitution incorporates changes agreed at the SGM on 12<sup>th</sup> August 2014.

Signed by Honorary Secretary:

Name: \_\_\_\_\_ Date:

Signed by two committee members for identification purposes.

Signed by:

Name: \_\_\_\_\_ Date:

Signed by:

Name: \_\_\_\_\_ Date: