

**CONSTITUTION OF THUNDER BAY METRE EATERS**  
(last revised per meeting of January 17, 2017)

**ARTICLE I: NAME**

**Section 1.** The name of this club will be THUNDER BAY METRE EATERS.

**ARTICLE II: GOALS and OBJECTIVES**

**Section 1.** Encourage and foster the ideal of FUN, FITNESS,  
AND FRIENDSHIP

**Section 2.** Encourage healthy lifestyles through participation and partnerships in active sporting events.

**Section 3.** Recognize volunteerism as equally valued within the membership of the club.

**ARTICLE III: MEMBERSHIP**

**Section 1.** Membership in this club will be of three classes: regular, family and honorary.

- Section 2.**
- a) A regular member is an individual who has paid the regular membership fee for the current year
  - b) i) A family membership consists of two partners and their dependent children who have paid the family membership fee for the current year.  
ii) Dependent children are children under the age of 18 or at the discretion of the executive.
  - c) i) An honorary member is a long-standing member of the Club who has performed some distinguished service to the field of running as personified in the Goals and Objectives of this club.  
ii) An honorary member will have a lifetime membership, will not be required to pay annual dues, and will be entitled to all privileges of the club.  
iii) Honorary members will be nominated by any regular member of the Club, and decided upon by the present executive. Any such honorary member will be presented by the executive at the Club's Annual General Meeting (AGM).

**Section 3.** Any member 18 years and older whose membership is valid for the current year shall be considered a member in good standing and have the right to vote.

## **ARTICLE IV: MEMBERSHIP INVOLVEMENT**

- Section 1.** Members may attend the bimonthly meetings as outlined in Article V. At this time, members will have the opportunity to contribute to club decisions. Members may also vote on decisions requiring membership consent when those motions are brought forward by the Executive Committee.
- Section 2.** a) Where desired, there will be the option of creating and expanding a committee, which would enable the club to function more effectively in terms of its needs and interests. The duties of such committees will be determined at the time they are created.
- b) Any committee will be responsible to the President and will make such reports to the president as he or she may direct.
- Section 3.** Any member interested in being a Race Director for club-sponsored runs for the following year should volunteer at and will be chosen during the first (1<sup>st</sup>) meeting in September by majority consent of the membership present at that meeting.
- Section 4.** Members are eligible to receive participation awards as outlined in Policies and Procedures, Policy A: *Participation Awards*
- Section 5.** Members are entitled to receive a bimonthly newsletter as outlined in Policies and Procedures, Policy B: *Official Publication*.

## **ARTICLE V: MEETINGS**

- Section 1.** This club will hold a regular meeting every second month on such day and at such time and place as will be determined by the Executive Committee. It may hold other such meetings as the Executive Committee or membership may desire (outlined in Policies and Procedures, Policy C: *General Procedures*).
- Section 2.** The Annual General Meeting (AGM) of this club will be the regular meeting in November and will not be held later than the third Tuesday of that month. The membership of this club will be given at least two (2) weeks notice of the date and place of the annual meeting.

### **Revised: per meeting of January 17, 2017**

- Section 3.** A For voting purposes, a quorum will be met if both of the following are satisfied:
- Executive committee: A minimum of half the elected executive committee members must be present.
  - General members: The number of general members present must be at least equal to the number of executive committee members present plus one.

Example:

If 4 of the executive committee members are present, there must be at least 5 general members present for a quorum to be satisfied.

**End of revision**

**Section 4.** Due notice of any change in the day, time or place or the canceling of a regular meeting by the Executive Committee will be given to all members of the club by mail, e-mail and/or telephone

- Section 5.**
- a) The format of all meetings will follow a simplified version of Roberts Rules of Order as outlined in Policies and Procedures, Policy C: *General Procedures*
  - b) If an issue(s) cannot be resolved through the Rules and Procedures noted in Section 5 a), reference will be made to a more comprehensive version of Robert's Rules for resolution.
  - c) A copy of Robert's Rules and a more complete version of Parliamentary Procedures regarding Motions will be available at each meeting.

#### **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee of the Club will consist of seven (7) elected members.

**Section 2.** The Officers will be the President, Vice President, Treasurer and Secretary. Other members of the Executive Committee will be the Public Relations Coordinator, Membership Coordinator, and Coach.

- Section 3.**
- a) Each member of the Executive Committee must be a member in good standing with the Club.
  - b) No person shall serve in more than one executive position concurrently.

**Section 4.** All Executive Committee members will commence their duties on the first day of January of each year and will serve for a term of one (1) year or until their successors are duly elected.

**Section 5.** The duties of the Executive Committee are outlined in Policies and Procedures, Policy D: *Duties of the Executive Committee* and are subject to change as dictated by the necessities of the club and/or in the event that all positions of the Executive Committee are not filled.

**Section 6.**

- a) The Executive Committee shall determine the policies and activities of the Club, approve the budget, spending, and take counsel with the committees and conduct the general management of the club.

- b) The Executive Committee will require the assent of the membership in the following situations:

- i) Budget items which are over the number of dollars indicated in the annual budget, as per Article VIII, Section 9.
- ii) Amendments to the constitution as per Article IX , Section 1
- iii) Changes to Policy and Procedures as per Article IX, Section 2

**Section 7.** The Executive Committee shall meet regularly at least once every second month prior to the general meeting and at the call of the President or at the request of any two members of the Executive Committee, with due notice having been given.

## **ARTICLE VII: NOMINATION AND ELECTION OF THE EXECUTIVE COMMITTEE**

**Section 1.** The election of officers and other members of the Executive Committee will be held at the AGM.

**Section 2.** Voting will be by ballot. Only members present and in good standing may vote. There will be no voting by proxy.

**Section 3.** a) At a regular club meeting at least five (5) weeks prior to the date of the AGM, the President shall appoint a committee to be known as the Nominations and Elections Committee. This committee will consist of three (3) members, and if possible, a majority will be Past Presidents of the club. The President will designate the chairperson of this committee.

b) No member of this committee shall be a current member of the Executive Committee

c) The duties of this committee will be to present nominations with the consent of those nominated, and to prepare a ballot for the election of such officers and elected members of the Executive Committee. The committee, on the day of the AGM, will distribute, collect, and count the ballots and report the results to the President who will announce the same to the club.

**Section 4.** At least three (3) weeks before the AGM the Nominations and Elections Committee will prepare a list of nominees for each office or position to be filled.

**Section 5.** In the case of a vacancy in the office of the President, the Vice President will succeed to the office. In the case of a vacancy in the office of the Vice President, Treasurer, Secretary, or other member of the Executive Committee, the vacancy will be filled by the club at the next regular meeting, upon one (1) week notice of nomination or nominations by the Executive Committee.

**Section 6.** Nothing in this article will be construed as limiting the right to make further nominations from the floor.

## **ARTICLE VIII: FINANCE**

- Section 1.** a) The membership fee will be determined on a yearly basis with an additional charge applied after January 31 (see Policies and Procedures, Policy E: *Revenue*).  
b) Membership fees defined in Section 1 a) may be raised as determined by the Executive Committee and approved by vote at the AGM of this club.
- Section 2.** New memberships bought at or after the September meeting in the current calendar year will remain valid for the following year. Memberships bought between January 1 and the September meeting must be renewed on the renewal date which is the AGM usually held in November.
- Section 3.** Revenue is also raised through Metre Eater sponsored runs and lending of the Club trailer with equipment including the clock. Fee schedules are included in Policies and Procedures, Policy E: *Revenue*.
- Section 4.** Revenue used in the running of the club is at the discretion of the Executive Committee. These items include, but are not limited to: insurance, website maintenance, newsletter publication and mailing, club social events, club awards, community race calendar, recognition of illness or bereavement, emergency maintenance of trailer or clock, replacement/repairs of equipment.
- Revised: per meeting of January 17, 2017**
- Section 4a:** The value assigned for recognizing illness or bereavement is not to exceed \$30.
- Section 4b:** Donation requests to external organizations in excess of the standard value provided for recognition of bereavement or illness must be presented to members as a notice of motion for the request to be considered.
- End of revision**
- Section 5.** A minimum balance will be maintained in the club's account(s) to cover unexpected costs. This amount will be reviewed at the AGM to ensure the amount is still adequate.
- Section 6.** Funds in excess of the minimum balance in Section 5 and not including monies as per Section 4, should be reviewed yearly at the AGM. Use of these funds must be a club decision requiring a vote from the membership during budget presentation in January.
- Section 7.** This club's books of account may be audited at the discretion of the Executive Committee. The Executive Committee will name the auditors.
- Section 8.** The Executive Committee will determine the official depository.
- Section 9.** A proposed budget shall be brought forward by the Executive at the January meeting (see Policies and Procedures, Policy E: *Revenue*).

**ARTICLE IX: AMENDMENTS**

**Section 1.** Any amendment to this constitution may be adopted by a two-thirds (2/3) majority vote of the members present at any meeting of this club, provided written notice of the proposed amendment will have been given the members at least two (2) weeks prior to the meeting. Proxy voting will not be allowed.

**Section 2.** a) Any amendments to any article in Policy and Procedures brought forward by the Executive Committee may be adopted by a majority vote at any meeting of this club, unless stipulated otherwise, following discussion of said amendments. (Quorum requirements: Article V, Section 3)

b) Amendments to Policies and Procedures may be introduced by any member by simply contacting the Executive Committee for their consideration.

**ARTICLE X: DISSOLUTION**

**Section 1.** No proceedings for the dissolution of the club will be taken unless and until such proceedings are authorized as follows:

It is presented as a resolution of the Executive Committee and is duly passed at a meeting of the membership by an affirmative vote of no less than three-quarters (3/4) of the members present at the meeting at which it is passed. Due notice of such meeting shall be given to all members of the club not less that thirty (30) days prior to the date of such meeting.

**Section 2.** Each member in good standing is deemed to have an equal interest in the club's assets. This interest is personal and cannot be sold or transferred. Disposal or acquisition of club assets must be at a regular meeting with quorum requirements as stipulated in Article V, Section 3.

**Constitution revised as of:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(President, Thunder Bay Metre Eaters)

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
(position in T.B.M.E )

## Policies and Procedures

### **POLICY A: PARTICIPATION AWARDS**

**Section 1.** This club will present participation awards to those active and honorary members who achieve at least 250 points in one club year, which will extend from December 1 to, and including, November 30 of the year following. Award categories will progress in 250 point intervals.

**Section 2.** *Participation Awards* will be based on the following points system:

RUNNING IN AN ORGANIZED RACE WITH TIMED RESULTS	50 POINTS
VOLUNTEER WORK IN A CLUB-ENDORSED EVENT	50 POINTS
TRACK MEET HELD IN THUNDER BAY (one distance/no entry fee required)	50 POINTS
MARATHON DISTANCE OR MORE (no relay team)	100 POINTS
ATTENDANCE AT A REGULAR MEETING	20 POINTS
ATTENDANCE AT AN EXECUTIVE MEETING	20 POINTS
<b>COMPETITIVE PLACING IN A RACING EVENT</b>	
1 <sup>ST</sup> PLACE IN AGE CATEGORY	25 POINTS
2 <sup>ND</sup> PLACE IN AGE CATEGORY	15 POINTS
3 <sup>RD</sup> PLACE IN AGE CATEGORY	10 POINTS

- a) The President will appoint by December 1 of each year a member to administer the Participation Award program..
- b) It will be the responsibility of each member who wishes to receive points to inform the Awards Administrator of participation in events. Proof of participation or competitive placing may be requested by the Executive Committee.

**Section 3.** This club may, in addition, present a Metre Eater of the Year award:

- a) to a deserving Metre Eater member, who gives freely of his/her time, gets involved in club affairs, volunteers his/her services for race events, and best personifies the club motto of FUN, FITNESS, and FRIENDSHIP
- b) if, at least three (3) weeks before the AGM, the Nominations and

Elections Committee has selected up to three (3) names worthy of the award based on names suggested from the general membership. Selection will be governed by the following criteria:

- Personal running accomplishments or improvements
- Serving on Club Executive
- Serving as Race Director
- Serving on Race Committee
- Volunteer services
- Attendance at club meetings
- Race participation
- Attending social events

- c) at least (2) weeks prior to the date of the AGM, the Secretary will mail or e-mail the list of nominees to each club member. No nominations from the floor are accepted for this award.

**Revised: per meeting of May 10, 2016**

- d) **The member receiving the most votes determines the winner.** In the event of a tie, the President will refer to Robert's Rules of Order.

**End of revision**

**Section 4.** All awards will be presented at the club's annual awards party by the President or Vice President or their designate.

**Section 5.** Years of membership must be consecutive for purposes of seniority.

#### **POLICY B: OFFICIAL PUBLICATION**

**Section 1.** A bimonthly publication will be provided to all active members in this club. The publication may be received by mail, e-mail, or at designated areas as determined by the Executive Committee.

**Section 2.** The publication will be the responsibility of the Public Relations Coordinator.

**Section 3.** The goal of this club's publication will be to promote a measure of cohesiveness and stimulate interest and enthusiasm. It may include race results, training profiles on club members, announcements of forthcoming club events, stories of recent events, highlights of business meetings, a personal message from the President, editorials, articles submitted by the members, entry blanks, and training tips.

## **POLICY C: GENERAL PROCEDURES**

**Section 1.** General meetings of this club will be held on the second Tuesday of the Months of January, March, May, September, and November unless indicated by the Executive Committee to the membership at least 2 weeks in advance of the regularly scheduled meeting.

**Section 2.** The meeting will follow a prescribed Agenda. Below is a sample agenda:

- Call to Order
- Approval of last meetings agenda
- Approval of the current agenda including additions
- Introductions / Correspondence
- Reports from the Executive
- Reports from Committees
- Unfinished Business / Business arising from last meeting
  - including postponed motions
- New business
  - including new motions
- Program
- Announcements
- Adjournment

**Section 3.** Robert's Rules (Parliamentary Procedures) for Motions– simplified.

### **Main Motion**

A main motion introduces a new item of business; until this is disposed of, no other Main Motion may be considered, as there can only be one main motion pending at a time. The making of a motion comes first, discussion follows:

1. The member who wishes to introduce a motion addresses the chair, and presents motion by saying, " I move that ....."
2. Any member may second the motion by calling out, "I second the motion."
3. The chair states the motion by repeating it.
4. The chair then asks for discussion. The maker of the motion is given the first opportunity to speak; thereafter, the discussion alternates between those in favour of the motion and those opposed to the motion, insofar as this is possible. The discussion must relate to the motion. During this discussion period on the motion, a member may introduce one of the subsidiary motions, or an incidental motion, (or a privileged motion (see Robert's Rules)). If time limits have been adopted, the time limit for debate should be observed.
5. The chair calls for the affirmative vote. Then the negative vote.
6. The chair announces the result of the vote, and what will be done because of this motion.

### **Subsidiary Motions**

Subsidiary motions are those which modify or delay action on the main motion. Such motions are in order while the main motion, or the motion of lower rank, is still pending (in debatable state), and must be voted on before the main motion.

Subsidiary motions have a definite order of precedence. In the following list Postpone Indefinitely is the lowest ranking motion and Lay On The Table is the highest ranking. The lowest in rank yields to the motions which are higher in rank. If several subsidiary motions are pending at one time, the vote is taken first on the motion with the highest rank, if necessary, then on the motion next lower in order until there is a decision concerning the main motion.

There are seven (7) subsidiary motions as follows:

***(Note: only the more common ones have been included. See Parliamentary Procedures for detail of those mentioned only in name)***

### **Postpone Indefinitely**

The purpose is to reject, or kill, the main motion. The form is, "I move to postpone indefinitely the motion that ....." It requires a second, is debatable, cannot be amended, requires a majority vote, can be reconsidered.

### **Amend**

Amend is used to change the wording of a main motion. The form is, "I move to amend by ..." (stating the way one wishes to amend, as inserting, then stating the word or words to be inserted). It requires a second, is debatable, can be amended, requires a majority vote, can be reconsidered.

The ways to amend are: insert, strike out, strike out and insert, add, substitute.

An amendment to the main motion is called a primary amendment. An amendment to the primary amendment is called a secondary amendment. A primary amendment must relate to the main motion. A secondary amendment must relate to the primary amendment. Only these two degrees of amendments are permitted. Only one primary amendment at a time, or one secondary amendment at a time, can be pending. As soon as the amendments are disposed of by a vote, another of the same class is in order.

### **Postpone Definitely**

This motion is used to delay action on a pending question until a definite time, to provide more time for the members to consider the issue. The form is, "I move that the question be postponed to ....." It requires a second, can be amended, requires a majority vote, can be reconsidered.

## **Certain Other Motions**

### **Reconsider**

The purpose of this motion is to bring a question already acted upon before the assembly again so that the vote may be changed. The form is, "I move to reconsider the vote on ...." It requires a second, is debatable when the motion to be reconsidered is debatable, cannot be amended, requires a majority vote, cannot be reconsidered. This motion must be made by the one who voted with the prevailing side. It must be made the same day as the vote to be reconsidered was taken.

### **Incidental Motions**

Incidental motions are pertinent to, take precedence of, must be decided before the pending questions. Some also originate out of business which has just been pending. Some of the incidental motions and those most used in convention follow:

#### **Point of Order**

Is used to call attention to a breach of the rules. It does not require a second and can interrupt a speaker. A point of order must be made at the time the breach occurs. The form is, "I rise to a point of order." The chair asks that the point be stated and the member replies. The chair decides the point.

#### **Appeal From The Decision Of The Chair**

An appeal can be made from any decision of the chair but only at the time the ruling is made. A second is required. The form is, "I appeal from the decision of the chair." the chair states the point at issue. An appeal is debatable when the pending question is debatable. The chair puts the question as, "Shall the decision of the chair be sustained?" A majority vote or a tie vote sustains the chair. There is no appeal from the decision of the assembly.

#### **Requests For Information**

A request for information must be pertinent to the pending business. "I rise for information." If the information is desired of the speaker instead of the chair, the form is, "I would like to ask the speaker a question." Remarks should be addressed through the chair, questions asked and answers given as members cannot directly address each other in the assembly. If speaker consents to answer, the time consumed is taken out of the speaker's time. Requests for information can also be used to give pertinent information, must be brief, not border on discussion, and always stated in the form of a question.

### **POLICY D: DUTIES OF THE EXECUTIVE COMMITTEE**

**Section 1.** The duties of each of the members of the Executive Committee members will be as follows:

#### **The President will:**

- be the executive officer of this club
- preside over all general meetings of the club and of the Executive Committee;
- receive all committee reports;
- select the Chair for the Nominations and Election Committee;
- ensure race directors are in place for club sponsored runs;
- appoint a member to administer participation awards;
- assist with the preparations for the Annual Awards Night:
  - trophy updates
  - participation awards (shoe engraving)
  - Metre Eater of the Year Award
  - Anniversary Pins.

**The Vice President will:**

- preside over general meetings and Executive Committee meetings of this club in the absence of the President;
- perform other duties usually pertaining to that office, or as may be assigned to him/her by the President or the Executive Committee;
- act as caretaker of the club trailer, clock and other equipment;
- maintain a system for sign out and collection of fees for use of the trailer, clock and other equipment;
- assist in the preparation of the annual Race Calendar;

**The Treasurer will:**

- receive from the Membership Coordinator all funds paid to this club and will deposit same in the official depositories and will disburse same on the order of the Executive Committee;
- have the books open at all times to the inspection of the President, the Executive Committee, and any authorized auditors;
- make a detailed financial report at the AGM of the club;
- prepare an annual budget for the following year.

**The Secretary will:**

- keep the minutes of the general and executive meetings of this club, and other committees as assigned by the President;
- assist in the coordination of updates to the website;
- send out notices of meetings as indicated in the Constitution;
- send out newsletters.

**The Public Relations Coordinator will:**

- chair the Public Relations Committee, and carry out such duties as pertain to that committee;
- develop, revise and edit the newsletter;
- make a report at the AGM of the club
- prepare the Yearly Race Calendar with the assistance of the Vice President
- update the Thunder Bay Metre Eater bulletin board;
- coordinate updates to the website.

**The Membership Coordinator will:**

- collect dues annually for active members and keep an updated list for the newsletter;
- collect membership information from new members and welcome them at the next meeting;
- keep a current list of birthdays and date of joining the club for use by the President or his/her designate;

**The Coach will:**

- provide contemporary information on training methods for members and the newsletter;
- be a resource for training techniques, running attire, shoes, injury prevention and rehabilitation.

**POLICY E: REVENUE**

**Section 1.** Membership fees are \$25.00 for a single person and \$40.00 for a family. A additional \$5.00 will be added to memberships that are renewed after January 31 of the membership year.

**Section 2.** Fees for use of club equipment:  
a) Trailer (may include clock) - \$100.00

**Section 3.** An annual budget shall include, but not be limited to: rental fees for the trailer and associated equipment; the minimum balance to be held in the club's accounts; membership fees including late fees; the maximum amount of discretionary funds that can be used by the executive at any one time.