

# **Constitution of the Association of UK Course Measurers**

## **1. Name**

The name shall be the Association of UK Course Measurers (AUKCM) (in this constitution called 'the Association').

## **2. Objects and Powers**

### **2.1 Objects**

The objects of the Association are:

- a) to establish and maintain a system for the accurate measurement and certification of road race courses in the UK
- b) to arrange and manage the recruitment, training, registration, grading and accreditation of road race course measurers in the UK
- c) to regulate the delivery of an effective system of course measurement by accredited course measurers for the benefit of road race organisers and competitors in the UK
- d) to foster and promote road race course measurement in the UK
- e) to liaise with and advise the appropriate governing bodies, road race organisers and competitors on matters relating to road race course measurement.

### **2.2 Powers**

In furtherance of the above the Association may do all lawful things as may be necessary for the attainment of the above Objects.

## **3. Membership**

- 3.1 Membership of the Association will be open to all qualified course measurers in the UK. Members must be proposed by a voting member of the Committee and will be entered on the register as temporary members until admitted and accredited at the next Committee meeting.
- 3.2 Measurers will be classed as Active, Inactive or Retired. Members on the Active and Inactive lists will receive notice of meetings and may attend and vote at meetings of the Association and are eligible for election to the Committee.

## **4. Subscriptions**

No membership subscription will be charged unless decided otherwise at an Annual General Meeting or Special General Meeting of the Association.

## **5. Management**

The management of the Association shall be vested in a Committee elected at the Annual General Meeting. The Committee shall be empowered to enter into agreements and contracts and to draw up such rules regulations codes guidance and advice as it deems appropriate for the proper management of the Association in the furtherance of its Objects including but not limited to:

- a) admission to membership of the Association and accreditation at the appropriate grade
- b) maintaining and publishing the Association's register of accredited measurers in the UK
- c) coordinating training and upgrading seminars for measurers and potential measurers
- d) coordinating measurement practice between UK areas
- e) maintaining a website and publishing information for the benefit of measurers, race organisers, officials and runners
- f) maintaining and issuing guidelines for charges by accredited measurers
- g) maintaining and issuing a Safety Code for Measurement
- h) maintaining and issuing a procedure for resolving measurement disputes

## **6. Committee (known for historical reasons as the Course Measurement Working Party (CMWP))**

- 6.1 The Committee shall consist of not more than 12 members including the principal officers (Chairman, Secretary and Treasurer) the six Area Course Measurement Secretaries (ACMS) (South, Midlands, North, Northern Ireland, Scotland, Wales) and not more than 3 other members who may be elected or co-opted.
- 6.2 The Committee shall meet at least once in each calendar year. Members of the Association may attend Committee meetings as observers.
- 6.3 The Chairman shall be an experienced International measurer. The ACMSs shall be Grade 1 UK measurers from the Area concerned (customarily on nomination by a retiring ACMS).
- 6.4 Persons who need not be members may be invited by the Committee to serve. They shall not have voting rights and their term of service shall expire at the next Annual General Meeting. This will include a representative appointed by UK Athletics (or RunBritain).
- 6.5 A quorum shall be 3 (three) of the elected Committee members.
- 6.6 Officers and ordinary members shall serve for a period of one year. ACMSs shall serve for a period of three years. Retiring officers and Committee members may stand for re-election. (Transitional arrangements for formation of the Association are included in Clause 11.)
- 6.7 The Committee may fill any vacancies occurring by appointment from within their number or by co-option. The replacement member shall serve for the remaining term of the original member.
- 6.8 The positions of Secretary, Treasurer and ACMS may be combined in one person, as the Committee may decide.

## **7. Administration**

- 7.1 Day to day administration of course measurement in the UK shall be carried out by the Area Course Measurement Secretaries (ACMS) who are empowered to manage the affairs and business of the Association within their area including, but not limited to:
- a) receiving and checking measurement reports from accredited measurers and issuing Certificates of Course Accuracy to the race director
  - b) renewing Certificates of Course Accuracy annually on request from the race director or when notified via the governing body's licence system.
  - c) maintaining a register of measurement reports and certificates issued
  - d) providing lists of current measured courses and certificates issued
  - e) maintaining and publishing a register of active accredited measurers and identifying suitable measurers when requested by race directors
  - f) advising race directors and other officials on measurement matters
  - g) recruiting and training (theory and practical) new measurers, and recommending and organising upgrading of experienced Grade 2 measurers to Grade 1
  - h) appointing accredited Grade 1 measurers to carry out verification measurements when required because of queries regarding accuracy or claims of record times
  - i) liaising with governing body officers (eg County Licence Officers, Athletics Services)
- 7.2 The ACMS may appoint a Deputy to assist in the operation of the system. The Deputy may attend Committee meetings as an observer, and in the absence of the ACMS will act as a full member.

## **8. Finances**

- 8.1 The financial year of the Association shall be from 1 October to 30 September of each calendar year.
- 8.2 All cheques and financial documents shall be signed by the Treasurer and one other nominated Committee member.
- 8.3 The accounts of the Association shall be subject to inspection by an independent examiner. The examined accounts shall be presented to the Annual General Meeting. Saving that no accounts would be required for any financial year in which the Association chose not to require membership subscriptions or to receive or make payments.

## **9. Annual and Special General Meetings**

- 9.1 The Annual General Meeting (AGM) shall be held within three months of the end of the financial year. At least 21 days notice shall be given to all members entitled to vote. Notice will be given by an announcement on the website and email notice to all members entitled to vote. Members without email or internet access may register with the Secretary to receive notices by post. A quorum shall be 4 (four) members entitled to vote. The business of the AGM shall include:
- a) receiving and approving the Committee annual report
  - b) receiving and approving the examined accounts

- c) electing the Chairman, Secretary, Treasurer and the members of the Committee
  - d) appointing an examiner for the accounts
  - e) considering proposals to alter the constitution subject to the requirements of Clause 10
  - f) considering any other business which has been published in the Agenda
- 9.2 A Special General Meeting (SGM) shall be called by the Secretary of the Association on instructions of the Committee or upon request in writing of ten or more members entitled to vote, stating the object of the meeting. The Agenda for such meeting shall be sent to all members entitled to vote within 10 days of such instructions or request and the meeting shall be held not less than 21 days and not more than 42 days from the despatch of such agenda. A quorum shall be 4 (four) members entitled to vote.
- 9.3 Voting at General Meetings will be by show of hands, except for contested elections of officers and Committee members which will be by secret ballot. There will be no proxy or postal voting.
- 9.4 Accidental omission to give notice to any member shall not invalidate the proceedings of any General Meeting.

## **10. Alteration to the Constitution**

The provisions of this constitution other than this clause may be amended with the assent of not less than two-thirds of the members present and entitled to vote at an AGM or SGM.

## **11. Transitional Arrangements**

The first year of operation of the Association is expected to be 2010. The pre-existing CMWP will continue as the temporary Committee until the AGM in Autumn 2010 when the first elected Committee will be formed. The election of ACMSs will be phased over the first 3 years as follows:

- ACMSs for Midlands and Scotland first elected in 2010
- ACMSs for North and Northern Ireland first elected in 2011
- ACMSs for South and Wales first elected in 2012

The existing post holders or their appointed successors will continue until these dates.

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This Constitution adopted by the pre-existing CMWP on 10 January 2010.

Chairman: Hugh Jones

Secretary: Phil Holland

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This Constitution approved at the Annual General Meeting on 27 November 2010.

Chairman: Hugh Jones

Secretary: Phil Holland

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