



# Constitution of the Western Region

Revised November 2021

The aim of the Region is to give help and support to the clubs and members within the Western Region and together help promote, protect and encourage the hobby of metal detecting.

1. The Region will have a committee of four consisting of a Chair, Vice Chair, Treasurer, and a secretary.
2. These four members will be up for re-election each year at the AGM on the 1st meeting of the year.
3. Current committee members can be re-elected if they are willing to stand, if no-one else is proposed.
4. The committee is delegated to the day to day running of the Region.
5. These four committee members will be elected from the delegates present at that AGM (or number 8 below); each will need a Proposer and Seconder present, and they must have attended 2 meetings in the previous 4 meetings.
6. A delegate, unable to attend that first meeting each year, can put themselves forward by informing the chairman 14 days in advance of the meeting in writing or e-mail only. They will still need a Proposer and Seconder present on the day (any such individual must have attended at least two meetings of the preceding four).
7. A reminder of the AGM voting date must be announced one month in advance to all clubs.
8. Normally there will be four meetings a year, at three monthly intervals, the chair can call another if deemed necessary. These preferably will be face-to-face, but technology such as zoom will be used, when possible, to enable club representatives to attend if that is their preference.
9. At normal meetings the Chair will have only a casting vote to be used in the event of a tied vote.
10. Each club can have two nominated voting delegates if present at the meeting. A change of delegate must be notified to the chair before the meeting starts.
11. A club not sending any delegates to the meeting has no vote at that meeting, but can send their views to be read out before the vote.
12. A secret paper vote can be asked for by any delegate if 50% of those delegates present agree.
13. Any visitor or other club visiting members will not be allowed to vote, and no proxy voting is accepted.
14. Each of the four committee members has a vote when a meeting takes place by e-mail, in person, or by phone etc. If it is tied then it must go to a full delegate vote at the next meeting.
15. Region business can only be actioned if 3 committee members and in total 40% (a Quorum) of all nominated delegates are present. It is the Secretary's job to check, record and inform the committee if quorum is present or not, before the meeting starts.
16. If asked for at the next meeting by a member present, a committee's previous decision can be voted on by the delegates, providing 50% of the members present agree. Then a different Proposer and a Seconder for the vote is needed (this is only way a sitting committee's decision can be overturned).
17. The Treasurer will keep the accounts for each full year from May to May. A full set of accounts will be provided at the meeting for all delegates to view, to include all income, expenditure and a balance. The bank account must not be taken into a negative equity.
18. No single Committee member apart from the Treasurer can authorise or commit the Region to more than £25 on authorised items in a single instance per quarter, anything more must than this, must have the authorisation of the full committee. The Treasurer is authorised to spend on stationery etc. Any total amount that could exceed £100 in a year needs to be approved by the full committee.
19. All cheques signed by the Treasurer must be countersigned by another authorised committee member. The Treasurer is responsible for keeping a separate list of cheques and amounts used to whom.
20. Two non-committee delegates will examine the accounts before the May meeting and report back to the meeting. The Chair will call for volunteers for this before the meeting.
21. The Secretary is responsible for recording, and producing a true set of minutes of each meeting.
22. The Region, its committee, and the delegates are not responsible for any injuries, loss, or personal damage to people or cars while on Regional Business at any event or meeting.
23. The Region fully backs the principle of the PAS scheme, and recommends the recording of finds.
24. The Region has an Equality Policy and will not discriminate in any way or form.
25. The interests of the members of the Region and natural justice take preference over everything.
26. No one can be a member of a club within the Region if they have a criminal record involving any offence that is associated with metal detecting.
27. Each club within the Region should have a set of rules, and have a written procedure to settle disputes.
28. The Region's committee can arbitrate in any dispute within clubs, or the Region if both parties agree.
29. The Region will only intervene if the club cannot sort out an internal dispute.
30. The full committee can, at their discretion, reprimand or expel a club or individual from the Region if it brings, or could bring the Region into dispute: this should be a unanimous vote. If they cannot agree then it should be put before all the delegates at next meeting.
31. Any member or club can appeal against a regional decision. Then two other separate, impartial regional delegates will hear the appeal.
32. As a Region we collect the details of members from clubs to pass on to the Public Liability Insurance provider, we have a responsibility to ensure that data subjects have appropriate access, upon written request, to details regarding personal information relating to them.
33. The Region is autonomous but will work with the Midland, Yorkshire and Southern Regions from time to time who collectively will be known as the Affiliated Regions for Metal Detecting (ARMD). ARMD will collectively work for the betterment and protection of the hobby. Volunteers from the region committee or others they nominate and who agree, will take part in meetings of ARMD.