

**CONSTITUTION OF ADASTRAL PARK LEISURE AND SPORTS (ATLAS)
BODY TALK GYM CLUB**

1. The organisation shall be called Adastral Park Leisure and Sports (ATLAS) Body Talk Gym Club, hereinafter referred as the Club. The Club will be branded according to Adastral Park trademark guidelines.
2. The objectives of the Club are as follows:
 - a) To establish and maintain gym facilities for use by its members.
 - b) To raise the profile and actively promote health and fitness at Adastral Park through exercise using gym and weight training equipment.
 - c) To encourage friendship and contact between all employees at Adastral Park.
 - d) To provide membership services for club members in support of the above objectives. (Annex 1)
3. Membership of the Club:-
 - i Persons eligible for Full membership of the Club shall be:
 - a) Permanent employees of current Adastral Park based companies.
 - b) Previous employees of current Adastral Park based companies, who were members through i (a). Membership must be concurrent and continuous.
 - ii Persons eligible for Associate membership of the Club shall be:
 - a) Temporary employees of current Adastral Park based companies. (Including Students)
 - ii Persons eligible for Friends and Family membership of the Club shall be:
 - a) Friends and family of Full Members. Every Full ATLAS member can have up to 3 Friends and Family members associated to them.

Friends and Family membership terminates with the associated Full Member or can be moved to a different Full Member, as appropriate.
 - iii Persons eligible for Guest membership of the Club shall be:
 - a) Anyone eligible for Full or Associate membership (As in 3.i and 3.ii above) who only wishes to use the facilities occasionally and pay per visit (must be ATLAS Bronze member).
 - b) Short term visitors to Adastral Park wishing to use the facility.
 - c) Anyone not covered by other categories but entitled to membership in exceptional circumstances where appropriate by proposal to, and invitation from the committee (e.g. Ipswich Harriers AC).

Guest members will have to pay the Guest fee (Annex 2) and sign a disclaimer form before using the facilities.
 - iii Full or Associate members may invite guests by arrangement of security at Adastral Park and in accordance with the club rules. A guest fee (Annex 2) will apply and be collected by the club.

- iv Full and Associate members must complete and sign a membership form and pay the current subscription (Annex 2), which shall be determined for the ensuing year at the club's AGM. The club is a non-profit making organisation.
 - v Membership is NOT available to children under the age of 16.
 - vi Guest membership is available on a per visit basis.
 - vii Nominations for honorary memberships are to be proposed and seconded at the club AGM. The committee should be made aware of any proposals at least 1 month in advance of the AGM for validation. The basis for nomination for honorary membership to the club shall be a significant contribution to the benefit/development of the club. Anyone holding one of the executive committee positions will have temporary honorary membership for the duration of their role of office. If more than three years is served then honorary position becomes permanent, dependant on the person remaining eligible for membership as in 3.i above, I.e. If they leave BT or other company then the honorary membership is revoked.
 - viii Cancellation of membership. People can cancel their gym membership at any time by writing to atlas.comms@bt.com
Cancellation of payment is the responsibility of the individual.
People will be expected to complete a new application form and formal induction to rejoin before they can start using the Club again. This will apply regardless of how short the period of absence.
People wishing to continue using other ATLAS clubs and facilities must continue as an ATLAS Bronze member.
No Refunds will be given.
4. The affairs of the club shall be administered by a committee of members to be known as the club committee.
- i The Committee shall have the power to co-opt members to replace those resigning during the year.
 - ii The Committee shall have the power to co-opt members to assist in their work. These members shall have full debating rights but no voting powers.
5. The Club Committee shall consist of:
- a) Chairman
 - b) Secretary
 - c) Treasurer
6. Conditions of the Committees:
- i The Committee shall be elected at the AGM. Nominations for the Committee's new members shall be proposed within 28 days prior to the AGM.
 - ii No Committee members shall be elected in absentia without their agreement.
 - iii The elected members shall serve for three years and on retirement shall automatically be eligible for re-election.
 - iv Any member of Committees shall be deemed to have resigned if he/she is absent from three consecutive meetings for reasons other than official business, annual or sick leave, classes or examination.
7. Meetings of the Committee:-

- i The meetings of the Committee shall be convened by the Secretary at the request of the Chairperson.
 - ii The meetings shall be convened by the distribution of an agenda to each member at least 5 working days before the date of the meeting.
 - iii A minimum of three formal meetings of the Club Committee shall be held each year. These meetings shall be minuted.
 - iv The decisions of the Club Committee shall be made by simple majority, the Chairperson having a casting vote.
8. The AGM of the Club shall be held not later than 31st October in each, and not less than 28 days shall be given by means of notification to the Club's members.
9. At the AGM, the Committee shall present a report and audited statement of accounts for the past financial year. Any member wishing to move a resolution at the AGM shall forward the same in writing to the Secretary 21 days before the meeting and it shall be published 10 days before the meeting. Amendments to resolutions shall be forwarded in writing to the Secretary not less than 6 days before the meeting. All resolutions and amendments shall be notified to the Club's members and the proposers of motions. A simple majority shall be sufficient for the election of officers and for voting on other proposals. The Chairperson will have the casting vote.
10. Extraordinary General Meetings (EGM) may be convened at any time by the Committee, or on written request to the Secretary. Notice of such meetings shall be not less than 14 days and shall take place with 28 days of the request. The only business conduct at an EGM shall be the consideration of the matter for which the meeting was convened. Notice of an EGM shall be given to the Club's members.
11. A professionally qualified auditor (e.g. F.C.A.) shall be appointed at each AGM.
12. Committee meetings shall be deemed quorum with the following club members in attendance:

Chairperson
Secretary
Treasurer

In the event that a quorum is not present, the business shall be postponed for a period of not more than 28 days. Not less than 14 days notice of the resumed meeting shall be given which shall be announced by the Club's Secretary. If a quorum does not attend at a resumed meeting any proposal before the meeting shall be deemed to have failed. If a quorum does not attend at a resumed AGM the club shall be wound up, and the retiring Chairperson shall stay in office until this is effective. Disposal of the assets of the Club shall be decided by an Extraordinary General Meeting of the members to be publicised as above.
13. Bank accounts in the name of the Club shall be maintained at banks/building societies as decided by the Committee. Signatories will be at least 2 of the members of the Committee.
14. No alteration to the main body of the constitution shall be made except by a Committee Meeting. No alteration of the Annexes of this constitution shall be made except by a Committee Meeting. The support of two-thirds of the members that are present is required.
15. The Committee has the authority to make a ruling on any point not covered by this constitution or on which this constitution is considered ambiguous.
16. Regular contract review meetings will be held in accordance with Atlas requirements.

Annex 1 – Membership Services

Magazines. The Club subscribes to various sports, fitness and general interest magazines for it's members benefit.

Tropicana Health and Fitness. The gym supplies food supplements and training accessories to club members at discounted prices. Details and prices can be found in the foyer entrance to the gym or by contacting the club secretary.

Annex 2 - Subscriptions and Fees

Full Members and Associate Members must take out an ATLAS Silver Subscription, currently £10 per month (£9 gym fee / £1 ATLAS fee)

Friends and Family Members must take out an ATLAS Silver Associate Subscription, currently £15 per month (£14 gym fee / £1 ATLAS fee)

Guest Fee

A per visit fee is payable by Guests to the club. Currently £3 per visit. Payable at the club reception desk by cash or cheque.

Annex 3 – List of Honorary Members

Kevin Catling
Richard Ford
Terry Gaskin
John Masters
Clifford Merlo
Wyndham Merlo
Nick Smith
Adrian Pettitt
Bruce Boxhall
Stewart Davies
Sally Durand
Steve Day
Jo Snellings

END OF CONSTITUTION

Document History

Issue	Date	Author	Comments
Issue 1	12/09/02	Adrian Pettitt	Modified following start of Fitness Express Contract. Agreed at AGM 2002 (09/09/02)
Draft 1.1	26/11/03	Adrian Pettitt	Changes to Committee structure (Sections 5 and 12). Updated Annex 2 – Subscriptions and Fees.
Issue 2	27/11/03	Adrian Pettitt	Agreed at AGM 2003 (27/11/03)
Draft 2.1	19/10/04	Adrian Pettitt	Change to club AGM date to occur after the ATLAS AGM as fee increases will be set by ATLAS and agreement then sort at the Club AGM. (Section 8)
Issue 3	20/11/04	Adrian Pettitt	Agreed constitution change at AGM 2004 (20/10/04)
Draft 3.1	06/10/05	Adrian Pettitt	Change to constitution to be agreed at AGM 2005 (12/10/05) Added change to section 3.vii – Honorary Membership and List of Honorary Members (Appendix 3)
Issue 4	12/10/05	Adrian Pettitt	Agreed constitution change at AGM 2005 (12/10/05) Added change to section 3.vii – Honorary Membership and List of Honorary Members (Appendix 3)
Issue 4.1	01/04/06	Adrian Pettitt	Amendment to Annex 2 – Subscriptions and Fees – Changed Silver fee to £10 as agreed by members vote in March 2006.
Issue 4.2	30/11/07	Adrian Pettitt	Amendment to 3.i.b – Replaced 'Retired' with 'Previous' to align with AtLAS Constitution change. Agreed at AGM 2007.
Issue 4.3	06/06/11	Adrian Pettitt	Amendments to section 3. Changes to Associate

			Membership and Honorary Membership conditions. Added new Friends and Family Category
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