



Statutes and Internal Regulations

Version March 2017

**METREX -The Network of European
Metropolitan Regions and Area**

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**Association Internationale Sans But Lucratif
(AISBL)**

**Founding Date: Spring 1996 at the first METREX
Conference in Glasgow.**

**METREX Statutes, Bologna, 26 March 1999 and
Glasgow, 4 December 2009**

STATUTES

Section 1. Designation, Registered Office and Lifespan of the Association

Article 1. Designation

The International Association is designated by the name "METREX" and the qualification "The Network of European Metropolitan Regions and Areas".

METREX is a not-for-profit International Association founded in accordance with the Belgian Law of 25th October 1919.

Article 2. Registered Office

The Registered Office of METREX, which is required by Belgian law to be located in Belgium, is at Dekeyser, de Brauwere & Associates, 36, Rue Henri Wafelaerts, B-1060 Bruxelles, Belgium.

The Registered Office may be moved to any other location within the Belgian territory by the decision of the Managing Committee of METREX.

Article 3. Lifespan

METREX is set up for an undefined period. It can be dissolved at any time by the decision of 75% of its Members at a General Assembly.

Section 2: Purposes of METREX Article

4. Purposes

The purposes of METREX are to facilitate the exchange of scientific information, expertise and experience in spatial planning and development at the metropolitan region and area level in Europe, and to provide an interface between spatial planning and development at the transnational and metropolitan region and area levels in Europe.

Spatial planning is defined as the strategic and integrated planning of land, development,

infrastructure and environment, having regard to economic and social considerations.

Metropolitan regions and areas are defined as urbanized areas with a core population of the order of 500,000 or above, and their surrounding hinterland.

METREX may define the extent of any metropolitan region and area for the purpose of these Statutes, notably Article 10, and the proper functioning of the Association.

METREX will organise any conference or seminar, publish any document, collect and circulate information in any relevant manner, and promote the implementation of cooperative action in the fulfilment of its purposes.

Section 3: Membership Criteria, Subscriptions, Withdrawal, Liability

Article 5. Membership Criteria

Membership of METREX is open to all political, territorial, public or private organisations which undertake spatial planning and development at the metropolitan region and area level in Europe. Such organisations shall be legal entities, fully able to participate in the purposes and activities of METREX, and to undertake the responsibilities of membership.

Such organisations may operate at the municipal (or local), provincial, regional or national level within any nation or combination of nations within the continent of Europe (currently, the 27 Member States of the European Union, Norway and Switzerland).

The criteria for membership of METREX may vary, and will depend on the different legal and administrative frameworks for spatial planning and development across Europe. These criteria will, if required, be set out in Internal Regulations.

Current Members of METREX are listed in Appendix 1 of these Statutes. The number of

Members has no upper limit, but cannot be fewer than five separate metropolitan regions or areas. Individuals, academic institutions, learned societies, professional associations, commercial organisations, other European or International Networks, and any other organisation that fails to qualify for membership of METREX under the above criteria may apply for acceptance as Observers. The entitlements and responsibilities of METREX Observers will be determined by the Managing Committee and set out in Internal Regulations.

Applications for membership, or Observer status, shall be made on the prescribed form at least one month before a Meeting of the Managing Committee, and shall be considered and determined having regard to these Statutes.

METREX may become a Member of any relevant body with interests which are in accord with Article 4 of these Statutes.

Article 6. Subscriptions

All Members of METREX shall pay an annual subscription to support the purposes and activities of the Association. The amount of such annual subscription, the dates of the year to which it applies, and the required date of payment shall be determined by the Managing Committee and set out in Internal Regulations. The annual subscription may be varied for certain categories of Member as determined by the Managing Committee.

All METREX Observers shall pay whatever amount is required by the Managing Committee to participate in the activities of the Association. The amount, the required date of payment, and the rights and benefits offered in return will be determined by the Managing Committee and set out in Internal Regulations.

Article 7. Withdrawal and Disqualification from Membership

Any Member may withdraw from METREX by giving twelve months' notice, from the next 1 January, of this intention. Notice of intention to withdraw from membership shall be made in writing, by recorded delivery, to the Secretary General. It will then be presented to the next Meeting of the Managing Committee for acceptance.

Any circumstances that would occasion the censure of any METREX Member, as distinct from the Member's representatives, shall require special consideration by the Managing Committee, and thereafter by the General Assembly voting on a proposal by the Managing Committee. The Member in question shall not have a vote.

Any Member whose subscription has not been settled within three months of the date of invoice is in breach of these Statutes. The Managing Committee will determine what action, if any, requires to be undertaken in the best interests of METREX and any defaulting Member, if payment of the annual subscription is late or withheld.

Members who have withdrawn, who have or who are in any way disqualified from the benefits of membership by the Managing Committee and the General Assembly forfeit their rights to the ownership or deployment of any METREX asset, and are not entitled to claim any compensation or refund of any subscription paid or due to be paid, unless by the agreement of the Managing Committee.

Article 8. Liability

Expenditure may only be authorised, and liability incurred, in accordance with the approved budget and the decisions of the Managing Committee at Meetings. The liability of METREX Members extends only to the settlement of their own annual membership subscription.

Section 4: Organisational Structure

Article 9. The Structure of METREX

The structure of METREX is as follows,

- The General Assembly, and The Managing Committee.
- A Secretary General, whose powers are defined in Section 7, shall be appointed to further the purposes of the Association and to implement the decisions of the General Assembly and the Managing Committee.

Section 5: The General Assembly

Article 10. Composition of and Representation at the General Assembly

The General Assembly is composed of all of the Members of METREX. Each Member shall appoint a formal representative to attend the General Assembly, and to validly exercise the rights of the Member without the Association having to verify his credentials. The General Assembly shall meet at least once every two years. It shall be presided over by the President, assisted by the Vice-Presidents, elected as set out in Article 11.

Each metropolitan region or area, as defined in Article 4 of these Statutes, or Member paying a full subscription within a metropolitan region or area, holds one vote in the General Assembly. Should a metropolitan region or area have more than one Member then they will all be entitled to attend the General Assembly, but shall appoint an individual of their choice to give a single vote on their behalf. Metropolitan regions or areas allowed a reduced subscription under Article 6 shall retain a full vote. Members may vote by letter or fax, and it will also be possible to vote electronically under Article 11.

A Member may represent one other Member at the General Assembly, and a letter or fax may constitute proof of appointment. If the

Members from a metropolitan region or area cannot agree on a representative, then no vote will be counted.

Article 11. Powers of the General Assembly

The General Assembly is the supreme power of the Association. It holds all the powers that are expressly reserved by law, and that are not devolved to the Managing Committee by the current Statutes, except for powers of representation.

The General Assembly has the power to,

- alter the Statutes,
- elect or dismiss the President, the Vice-Presidents, Members of the Managing Committee and the Auditor,
- define a metropolitan region or area,
- approve a broad programme of activities and initiatives for the forthcoming two years to further the purposes of the Association,
- approve a budget including the setting of the subscription fee or range of fees for the forthcoming two years,
- approve the accounts in an intermediate year,
- censure any Member,
- disband the Association.

The Presidents, the Vice-Presidents and the other Members of the Managing Committee shall be elected at the General Assembly for a two-year period of office. The electoral procedures shall be set out in Internal Regulations.

Article 12. Frequency of General Assemblies, Notification, Agenda and Minutes

The General Assembly shall meet at least every two years, as determined by the Managing Committee, and be chaired by the President or a Vice President. The Managing Committee may call for a special General Assembly at any time whenever it is in the

interests of METREX. One fifth of the Members can require the Managing Committee to call a special General Assembly.

Members shall be notified of a General Assembly one month in advance, in writing or electronically, by the Managing Committee, normally through the Secretary General. Notifications shall inform Members of the date, venue, time and agenda.

The Managing Committee shall determine the agenda for meetings of the General Assembly, but all proposals, in writing through the Secretary General, signed by at least two Members shall also be placed on the agenda. Minutes of each General Assembly shall be prepared by the Secretary General, ratified by the President, and forwarded to Members within one month. The agendas, minutes, voting records, and related papers, reports and accounts, shall constitute part of the formal Records of the Association.

Any General Assembly, other than the statutory General Assembly that meets every two years, could be electronic providing that no Member signifies his disagreement in advance. The notification will show the agenda, date and time of the Assembly as well as relevant information to enable Members and Observers to participate. When the Assembly has gathered electronically the Minutes shall be ratified by the President, and forwarded to Members within one month.

Article 13. Decision Making at the General Assembly

The only items subject to decision making shall be those on the agenda unless all Members attending agree to consider an issue not on the agenda. Decision making shall normally be by consensus. Should a consensus not be reached by the attending Members then the President, or any two Members present or represented, can submit an agenda item to a majority vote. In the case

of parity, the President shall have a casting vote.

Meetings of the General Assembly shall require a quorum of 50%, either through attendance or valid representation. The General Assembly may only debate an alteration to the Statutes, or the dissolution of the Association, if such items are on the agenda, and if 75% of the Members are attending or are validly represented. Should this quorum not be reached, the attending Members can call for a second Assembly which may validly debate such items, regardless of the number of Members attending or validly represented. Should a consensus not be reached then the President can submit the agenda item to a vote on which a 75% majority shall be sufficient for a valid decision.

Alterations to the Statutes shall be ratified by Royal Decree, and published in the Annexes of the Moniteur Belge.

Section 6. The Managing Committee

Article 14. Appointment or Election and Resignation of Members of the Managing Committee

METREX is administered by a Managing Committee comprising the Members listed in Appendix 1 and future Members. Should the General Assembly rule that the number of Members is too great for all of them to be Members of the Managing Committee, it will decide the appropriate number for the Committee and elect them.

Candidate Members and their representatives shall be notified, in writing, to the Association, normally through the Secretary General, and a secret ballot shall be arranged at the General Assembly. Committee Members and their representatives shall formally accept their election.

Committee Members may resign at any time following which the Managing Committee may consider whether to nominate a replacement to serve until the next General Assembly. Individual representatives on the Managing Committee may be replaced at any time. Committee Members and their representatives may stand for more than one term of office.

Article 15. Frequency of Meetings of the Managing Committee, Notification, Agenda and Minutes

The Managing Committee shall normally meet every six months, but not less than twice a year. Meetings shall be chaired by the President, or a Vice President. Members shall be notified of a Meeting one month in advance, in writing or electronically, by the Secretary General. Notifications shall inform Members of the date, venue, time and agenda. The Secretary General shall determine the agenda for Meetings of the Managing Committee, in consultation with the President, but all proposals, in writing, signed by a Member shall also be placed on the agenda. Minutes of the Meetings of the Managing Committee shall be prepared by the Secretary General, and circulated to all Members within one month. The agendas, minutes, voting records, and related papers, reports and accounts, shall constitute part of the formal Records of the Association.

Any Meeting of the Managing Committee could be electronic, provided that no Member signifies his disagreement in advance. The notification will show the agenda, date and time of the Committee Meeting as well as relevant information to enable Members and Observers to participate. When the Managing Committee has gathered electronically the Minutes shall be prepared by the Secretary General, and forwarded to Members within one month.

Article 16. Decision Making at Meetings of the Managing Committee

The only items subject to decision making shall be those on the agenda unless all Members attending agree to consider an issue not on the agenda. Decision making shall normally be by consensus. Should a consensus not be reached then the President can submit an agenda item to a majority vote. In the case of parity, the President shall have a casting vote. Meetings of the Managing Committee shall require a quorum of 50% either through attendance or valid representation.

Subject to the agreement of the attending Members at a Meeting of the Managing Committee, an absent Member may participate in the proceedings and any votes electronically.

Article 17. Responsibilities of the Managing Committee

The Managing Committee is responsible for the administration of the affairs of the Association and the promotion of its purposes. It holds all the powers of representation not specifically reserved for the General Assembly by law or these current Statutes.

In an emergency, the Managing Committee can take a provisional decision on matters that would normally lie within the responsibilities of the General Assembly. Such a decision will stand until it is reported in writing to the next meeting of the General Assembly.

The Managing Committee is responsible for,

- considering and determining applications for membership,
- considering and determining applications for Observer status, and setting out the entitlements and responsibilities of Observers,
- setting out a broad programme of activities and initiatives for the forthcoming two years to further the purposes of the Association, for

consideration by the General Assembly,

- thereafter, implementing the approved programme and taking other appropriate action to promote the purposes of the Association,
- setting out a budget for the forthcoming two years, for consideration by the General Assembly,
- thereafter, authorising, controlling and monitoring expenditure in accordance with the approved budget, and keeping accounts for presentation to the General Assembly,
- provisionally approving annual accounts,
- establishing a savings fund, in accordance with the law, in order to cover any future expense, exceptional or not.
- defining, contracting and directing the services of the Secretary General and other appropriate support services,
- defining, contracting and directing the services of an external Auditor,
- representing METREX, and
- generally furthering the purposes, activities and initiatives of METREX.

Article 18. Delegations

The Managing Committee may, as part of its exclusive responsibilities, delegate part of its powers to one or several of its Members, to the Secretary General, and to one or several of the staff of the Association. In particular, the Committee may delegate the daily administration and management of the Association.

The Managing Committee may also delegate the authority to authorise and incur expenditure up to a defined limit to the Secretary General, and over that limit to the President and a Vice President or, in the

absence of the President, to two Vice Presidents.

Article 19. Representation

Representation in law, as plaintiff as well as defendant, may be conducted in the name of the Association by the President, any Vice President, the Secretary General or anyone appointed for the purpose by the Managing Committee.

Article 20. Personal Liabilities

Members may act on behalf of METREX, but their liability shall only extend to the implementation of their mandate. They shall not be liable for the liabilities of the Association.

Section 7: The Secretary General

Article 21. Function and Responsibilities of the Secretary General

The Secretary General is the executive officer of the Association. The Secretary General is appointed by the Managing Committee, and shall be mandated to represent the Association in its daily management.

The responsibilities of the Secretary General include,

- promoting the purposes and the approved programme of activities and initiatives of the Association,
- taking action on behalf of the Association as directed by the Managing Committee at Meetings and minuted,
- preparing Internal Regulations for consideration by the Managing Committee,
- assisting the President, Vice Presidents and the Managing Committee,
- making the arrangements for the General Assembly and the Meetings of the Managing Committee,

- assisting the Treasurer in the preparation of budgets and accounts,
- authorising expenditure in accordance with the approved budget up to a limit defined and Minuted by the Managing Committee,
- book keeping of all income and expenditure,
- safekeeping of all agendas, minutes, voting records, and related papers, reports and accounts which constitute the Records of the Association,
- if required, defining, contracting and directing the services of appropriate personnel,
- representing the Association in accordance with Article 19, all of which is under the authority and exclusive responsibility of the Managing Committee.

The Secretary General is remunerated as prescribed by the Managing Committee.

Section 8: Fiscal Year and Financial Management

Article 22. Fiscal year and Accounting

The fiscal year starts on 1 January and ends on 31 December of the following calendar year.

Article 23. Financial Operation

In accordance with Article 8, Liabilities, expenditure beyond that delegated to the Secretary General under Article 21 may only be incurred with the joint signature of any two of the President, Vice Presidents, the Secretary General or an appointed representative of the Treasurer up to a maximum sum agreed by the Managing Committee.

Article 24. Treasurer

Financial support services shall also be provided by a Member of the Network, designated as Treasurer. The Treasurer will,

- control and monitor the accounting systems of the Association,
- approve counter signature arrangements for expenditure,
- prepare and present accounts for the Auditor, the General Assembly and Meetings of the Managing Committee.

Additionally, as required by Belgian law in fulfilment of any obligation for the status and certification of an AISBL, the Treasurer will prepare all required budgets and accounts

Article 25. Financial Auditing

The Managing Committee shall appoint an Auditor to certify the probity of the Association's financial management, and to satisfy any requirement of Belgian law for the achievement and maintenance of AISBL status and certification or the decisions of the General Assembly. 7

Section 9: Dissolution and Liquidation

Article 26. Dissolution

In the event of the voluntary dissolution of the Association, the General Assembly or, by default, the competent court, will appoint official receivers to define the entitlements of any creditors and the liquidation of the assets of the Association. The General Assembly or the competent court will define the powers and terms of remuneration of the receivers.

Any remaining financial assets after the settlement of all debts will be distributed to one or several not-for-profit organisations, as determined by the General Assembly, in further pursuit of the purposes and activities of METREX.

Seen to be subject to the Royal Decree of 16 August 2000.

Number: 7/CDLF/14.226/S.

signed

The signatory of these Statutes certifies that he/she supports the provisions of these Statutes, and is fully entitled and allowed to represent

CITTA' METROPOLITANA
DI ROMA CAPITALE
(name of member organisation)

Done at

ROMA
(name of place) in one original exemplary

on this 21 day
of

OCTOBER /2019
(date) (month) (year)

IL DIRETTORE
Dr.ssa Laura ONORATI
(print name of signatory)

Laura Onorati
(signature)

Acting as legal and authorised representative for the purpose of these Statutes.

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**METREX Internal Regulations, version
approved at the Managing Committee in
Brussels of 3 March 2017.**

INTERNAL REGULATIONS

Article 4. Purposes

For the purposes of the Statutes a metropolitan region or area shall be defined as core city and/ or cluster of related cities and their urban hinterland having a population of the order of 500,000 or more.

Article 5. Membership Criteria

Membership of METREX shall be open to all European metropolitan regions or areas which may be represented by any level, or levels, of administration within them and by politicians, officers or appointed advisers.

If a metropolitan region or area cannot take up Membership, for any reason that is acceptable to the Managing Committee, it may be admitted by the Managing Committee to the Association as an Observer. An Observer shall be able to participate in the exchange of knowledge between practitioners that is the purpose of the Network but shall not be able to participate in the management of the Network or its activities and shall not be entitled to a vote at its Meetings or General Assembly.

Article 6. Subscriptions

The annual Membership subscription to the Network for a single metropolitan region or area shall be 7000 EURO's. An additional subscription of 2000 EURO's shall cover all other additional Members from the region or area. The total annual subscription for a multi Member region or area shall therefore be 9000 EURO's.

Article 7. Withdrawal and Disqualification from Membership

A Member wishing to withdraw from Membership shall inform the Secretary General in writing giving one years notice. Although not required it will be helpful if

Members can also state the reason for withdrawal. This will enable the Managing Committee to respond sympathetically to any Member facing short term difficulties. The Secretary General shall inform the next Managing Committee and the President will then respond to the Member on behalf of the Association.

Article 11. Powers of the General Assembly

President

The President will normally be elected at a biennial General Assembly (GA) and will serve until the next GA. A President may stand for a second term. Nominations for election as President shall be made in writing to the Secretary General up to three months before a GA and be supported by another Member. If an election is needed it shall be by secret ballot of all voting Members (see Article 10) held at a GA and conducted by the Secretary General or an agreed officer of the Association. A simple majority will determine the outcome. In the event of a tie there shall be a further secret ballot.

Vice Presidents

Two Vice Presidents will be elected at a biennial GA and will serve until the next GA. Vice Presidents may stand for a second term. Nominations for election as a Vice President shall be made in writing to the Secretary General up to three months before a GA and be supported by another Member. Elections shall be by secret ballot of all voting Members held at a General Assembly and conducted by the Secretary General or an agreed officer of the Association. Voting shall be by single transferable vote.

Managing Committee

The Managing Committee (MC) of seven members will be elected at a biennial GA and will serve until the next GA. Members of the MC may stand for a second term. Nominations for election to the MC shall be made in writing

to the Secretary General up to three months before a GA and be supported by another Member. Elections shall be by secret ballot of all voting Members held at a General Assembly and conducted by the Secretary General or an agreed officer of the Association. Voting shall be by single transferable vote.

Electoral balance

- Members are strongly recommended to give full weight to the following considerations when voting. The need for gender balance when voting for the two Vice Presidents
- The need for gender balance within the Managing Committee of seven members
- The desirability of geographic representation on the Managing Committee • The need for active members of the Managing Committee to help METREX further its range of activities and interests and its value to Members

Article 17. Responsibilities of the Managing Committee

METREX staff shall be retained by the Association as self-employed consultants. The terms of their retention shall be in accordance with the provisions of the biennial budget which shall set out the number of days of consultancy work anticipated in each year and the daily rate in EURO's. The Secretary General shall manage the retained staff resources within the anticipated cash flow from subscriptions and other sources of finance.

Articles 18, 21 and 23. Delegations

Financial delegation to the Secretary General

The Secretary General (SG) may make payments on behalf of the Association with respect to the following thresholds:

Payments for items within the approved Conference or Projects budgets:

- The SG may make all the payments for items, which are approved within the Conference and Projects budgets, as set out in the biennial budget or agreed at Meetings of the Managing Committee or the General Assembly (Articles 11 and 17 of the METREX statutes).

Payments for operational expenditures:

- The SG may make payments for operational expenditures, within the approved METREX budget, up to a limit of € 5.000.
- The SG may make payments beyond € 5.000 up to a limit of € 10.000 after the approval and co-signatory to the METREX bank accounts of the President or the Vice President, given by email or any other written support.
- The SG may make payments beyond € 10.000 after the approval of the President and both Vice Presidents, given by email or any other written support.

Other payments:

- The SG may make all the payments for items, which are not foreseen within the biennial budget, only when agreed at and after approval of Meetings of the Managing Committee or the General Assembly (Articles 11 and 17 of the METREX statutes), given by email or any other written support.

Financial delegation to Head of Secretariat or the Treasurer

When the SG is absent or unavailable to make a payment, the President can allow, by email or on any other written support, the Head of Secretariat or the Treasurer to make

payments as delegated to the Secretary General as mentioned in the Articles 18, 21 and 23. Delegations, Financial delegation to the Secretary General.

The Head of Secretariat or the Treasurer may make payments on behalf of the Association with respect to the following thresholds:

- Payments for items within the approved Conference and Project Budgets, and operational expenditures within the approved METREX budget, both up to a limit of € 2.000 after the approval of the SG, given by email or any other written support.

In any case, no payments of any kind are allowed beyond the METREX actual financial reserves.

Auditor

The METREX Auditor may ask the details of any of these transactions to ensure their probity.