



## WEST MIDLANDS PETANQUE ASSOCIATION

# CONSTITUTION

Adopted at the Special General Meeting held on 27<sup>th</sup> September 2010.

### 1.0 DEFINITIONS

- 1.1 *Association* – the West Midlands Pétanque Association
- 1.2 *Region* – the geographical area of the Association.
- 1.3 *Member Club* – a club within the Region and affiliated to the EPA.
- 1.4 *Member* – a member of the EPA and of a Member Club.
- 1.5 *Individual Member* – a Member of the EPA but not of a Member Club.
- 1.6 *individual member* – any single member.
- 1.7 *Committee* – The Elected Officers, Appointed Officers (with no vote) and each Club President/Chairman (or his/her named representative).
- 1.8 *Committee Meeting* – the Committee and, with no vote, any other members.
- 1.9 *Executive* – the body of those Officers elected at an AGM and those appointed by the Executive as Coach, Umpire and Youth Development Officer or to fill a vacancy on the Executive, each with one vote.
- 1.10 *Executive Meeting* – a physical or virtual meeting of the Elected Officers and the Appointed Officers.
- 1.11 *Standing Committee* – a working group (namely Business, Development and Playing Groups) with particular responsibilities and formed from the Executive.
- 1.12 *Elected Officer* – an officer elected at the AGM.
- 1.13 *Appointed Officer* – an officer appointed by the Executive as described.
- 1.14 *Annual General Meeting* – An annual meeting of all members of the Association, with each member having one vote.
- 1.15 *Special General Meeting* – a meeting of all members of the Association called for one specific purpose with each member having one vote.

### 2.0 NAME

- 2.1 The Association is called the West Midlands Pétanque Association (WMPA), and hereinafter referred to as the Association.

### 3.0 OBJECT

- 3.1 The object of the Association is to promote the game of Pétanque, in accordance with the rules and regulations set out by the Fédération Internationale de Pétanque et Jeu Provençal (FIPJP), by providing a focal point for all Pétanque Clubs within the Region as defined, from time to time, by the English Pétanque Association (EPA).

### 4.0 AFFILIATION

- 4.1 The Association shall maintain affiliation to the English Pétanque Association (EPA) through payment of appropriate fees.
- 4.2 This Constitution shall not be contrary to the Constitution of the EPA which shall take precedence.

### 5.0 PRINCIPAL ACTIVITIES

- 5.1 Promote Public awareness of the sport of Pétanque.
- 5.2 Give instruction in the sport.
- 5.3 Organise leagues and competitions.
- 5.4 Organise teams to represent the Association in Inter-Regional and National Events.
- 5.5 Promote the sport with junior players, the development of the junior squad and the

selection of juniors to represent the Association.

- 5.6 Keep all Member Clubs informed of the activities of the Association and its Member Clubs through a website, newsletters and any other appropriate mechanism.
- 5.7 Assist Member Clubs in the promotion of the sport to acquire new members and encourage participation in Regional and National Competitions.
- 5.8 Assist in the formation and development of new clubs in the Association.
- 5.9 Provide representation from the Association to the EPA and its Regional Congress.

## **6.0 MEMBER CLUBS**

- 6.1 Member Clubs of the Association shall consist of all Pétanque Clubs that lie within the Region that have registered with and paid the appropriate affiliation fees to the EPA.

## **7.0 REGISTER OF CLUBS**

- 7.1 The Membership Secretary shall keep a Register of Member Clubs, and this Register shall be open to inspection at all convenient times. The Register shall contain:
  - (a) The names and addresses of all the Member Clubs.
  - (b) A list of the principal officers of each Member Club (Chairman, Secretary & Treasurer)

## **8.0 MEMBERS**

- 8.1 Members of the Association shall be those members of Member Clubs who have a fully paid-up and current membership of the EPA through those clubs, or Individual Members living within the Region who obtain membership of the EPA directly with the Association.

## **9.0 CONDITIONS OF MEMBERSHIP**

- 9.1 Conditions of membership for Member Clubs or Individual Members shall be subject, at any particular time, to the conditions of membership laid down by the EPA.

## **10.0 REGISTER OF PLAYERS**

- 10.1 The Membership Secretary shall keep a Register of all EPA registered players together with their membership details. This register shall be open to inspection at all convenient times, providing the prior permission of individual members has been given.

## **11.0 COMMITTEE**

- 11.1 The Association shall be governed by a policy-making body called the Committee and comprising the Elected Officers, the Appointed Officers (with no vote) and the President/Chairman of each Member Club (or his/her appointed representative).
- 11.2 A Quorum for meetings of the Committee shall be one-third of those entitled to vote.
- 11.3 Meetings of the Committee shall be chaired by the President or the Deputy President or, in their absence, by a member of the Committee elected to do so by those present.
- 11.4 The Chairman of the meeting shall have the right to adjourn debate on any agenda item when each member present, who so wishes, has spoken once.
- 11.5 The Committee shall meet not less than four times per year, and additional Committee Meetings may be called by the Secretary on a matter of urgency or on a request being made in writing to him/her by at least three members of the Committee, stating the object for which the meeting is required.
- 11.6 Any member of the Association may attend and contribute to the business of the Committee, but only members of the Committee have the right to vote.

## **12.0 EXECUTIVE**

- 12.1 An Executive, comprising the Elected Officers and the Appointed Officers as defined, shall manage the Association on a day-to-day basis.
- 12.2 One third of the officers thereof shall form a quorum.

- 12.3 The Executive shall use its best endeavours to realise the policies determined by the Committee. Nevertheless, it is empowered to make decisions for the best management of the Association when time or other restrictions necessitate.
- 12.4 A member of the Executive shall be entitled, whilst engaged upon any duties properly attached to his/her office, to claim reasonable expenses as approved by the Executive.
- 12.5 A member of the Executive being absent from three consecutive meetings of the Committee shall vacate his/her seat unless he/she sends an explanation that the Committee considers satisfactory.
- 12.6 A casual vacancy, arising on the Executive may be filled by a nominee of the Executive for the period up to the next Annual General Meeting.
- 12.7 The Executive shall control all business carried on, by or on account of, the Association.
- 12.8 The Executive may appoint additional members for specific purposes as and when a need arises.
- 12.9 A member of the Executive may be removed from office at any time by the vote of not less than two-thirds of the representatives present and entitled to vote at a Special General Meeting called for that purpose.
- 12.10 It shall be the duty of the Executive to supply each Member Club with a copy of the Rules of the Association, and to notify them of any changes.

### **13.0 OFFICERS OF THE ASSOCIATION**

- 13.1 The Association shall have the following Elected Officers who will initially form the Executive:
  - (a) President
  - (b) Deputy President
  - (c) Vice-President (Playing)
  - (d) Secretary
  - (e) Treasurer
  - (f) Public Relations Officer
  - (g) Membership Secretary
- 13.2 The Officers shall be elected at the Annual General Meeting. Each office may be contested by election at each AGM.
- 13.3 Each Member Club may nominate one candidate for each office.
- 13.4 The Association shall have the following Officers appointed by the Executive. These Appointed Officers shall join the Elected Officers to complete the substantive Executive. They shall hold office until they resign or are replaced by the Executive.
  - (a) Umpire.
  - (b) Coach.
  - (c) Youth Development Officer.

### **14.0 DUTIES OF THE OFFICERS OF THE ASSOCIATION**

- 14.1 The Officers shall report to each Committee Meeting, by way of their respective standing committee/s, on their activities with any recommendations necessary for the Committee's approval. Such recommendations must be in writing and distributed by the Secretary with the Agenda. They shall be put to the vote and accepted, rejected or referred back for reconsideration by a simple majority. Otherwise, the matter of approval shall lie with the Executive.
- 14.2 The duties of the **President** shall be to preside at all meetings of the Business Group, the Executive, the Committee and General Meetings of the Association. The President shall also represent the region in all meetings with the EPA and other bodies.
- 14.3 The duties of the **Deputy President** shall be to deputise for the President in all respects, to chair the Development Group and to oversee the implementation of the Association's Annual Business Plan.
- 14.4 The duties of the **Vice-President (Playing)** shall be to chair the Playing Group and

to make all arrangements for the organisation and running of all Association competitions under the direction of the Committee and in accordance with the Association's Rules but he/she and the appointed organisers of the day are empowered to make decisions where matters are affected by entry numbers, weather conditions or other unforeseen matters.

- 14.5 The duties of the **Secretary** shall be to:
- (a) To summon, attend and keep minutes of all the meetings of the Executive, the Committee and all General Meetings.
  - (b) To be custodian of the documents of the Association.
  - (c) To act in the discharge of his/her duties under the direction of the Business Group.
- 14.6 The duties of the **Treasurer** shall be:
- (a) To maintain the financial records of the Association.
  - (b) To collect such affiliation or annual fees that may be required.
  - (c) To pay all accounts, expenses and EPA levies.
  - (d) To keep all the books and accounts required to be kept and receive all monies due from clubs and others, and pay them into the bank at such times and in such a manner as the Executive shall direct. He/she shall prepare and submit to the Executive an annual account in such a manner as the Executive directs, which subsequently will be presented to the Annual General Meeting.
  - (e) To present a report with interim accounts to each routine Committee Meeting.
- 14.7 The **Membership Secretary** shall be responsible for the processing of all applications and renewals from clubs and members and maintain the Register of Clubs and the Register of Players.
- 14.8 The **Public Relations Officer** shall promote the work of the Development Group, oversee the maintenance of the Association's website and support the work of the club PROs.
- 14.9 The following three officers shall be appointed by the Executive:
- (a) **The Umpire** shall be responsible for the administration of the Rules of Play within the Region. He/she shall also be responsible for preparing players to sit the umpires' examination and for invigilating at examinations.
  - (b) **The Coach** shall be responsible for administering the Association's coaching structure and programme of coaching. He/she shall also be responsible for preparing players to sit coaching examinations and for invigilating at examinations.
  - (c) **The Youth Development Officer (YDO)** shall be responsible for the promotion of the sport with junior players, the development of the junior squad and the selection of juniors to represent the Association.
- 14.10 The Umpire, Coach and YDO must liaise with their national counterparts in the EPA. The Coach and YDO must be CRB cleared in accordance with the EPA's policies and procedures.
- 14.11 Whilst the above are typical duties of the Officers, other actions may be required as the occasion demands.

## **15.0 STANDING COMMITTEES**

- 15.1 The Executive shall form standing committees to facilitate the conduct of specific areas of the Association's work. The standing committees shall be known as the Business Group, the Development Group and the Playing Group and shall meet or communicate as determined by their chairmen in order to progress their work.
- 15.2 Each Group Chairman shall provide the Secretary with a written report or reports with any recommendations at least 7 days before each Committee Meeting.
- 15.3 **The Business Group** shall be chaired by the President and also comprise the Deputy President, Treasurer, Secretary and Membership Secretary.
- 15.4 **The Development Group** shall be chaired by the Deputy President, and also comprise the PRO, YDO, Coach and President
- 15.6 **The Playing Group** shall be chaired by the Vice President (Playing) and also

comprise the Umpire, YDO, Coach and President.

## **16.0 ANNUAL GENERAL MEETINGS**

- 16.1 Annual General Meetings shall be open to all EPA members registered by the Association. Each member shall have one vote.
- 16.2 The Annual General Meeting shall be held in November or such other month and at such place as the Executive may from time to time decide.
- 16.3 The business of the AGM shall be:
- (a) The confirmation and adoption of the Minutes of the previous year's Annual General Meeting and any subsequent Special General Meeting.
  - (b) The President's Report.
  - (c) The Treasurer's Report, the presentation and adoption of the Association's accounts together with the audit report.
  - (d) Proposals submitted by the Association's Executive or Committee.
  - (e) Proposals submitted by Member Clubs and Members.
  - (f) Election of Officers.
  - (g) Appointment of Auditors.
  - (h) Any Other Business. (No vote to be taken)
- 16.4 ***The Election of Officers***
- (a) The election shall be by a simple majority vote of those present at the AGM.
  - (b) In the event of a tie, the presiding officer shall have a casting vote.
- 16.5 ***Nominations***
- (a) Nominations for election may be made only by clubs but where no nominations are received for a post the individual members at the AGM may submit them from the floor. In this event there shall be a vote even for a single nomination. If no acceptable nominations are forthcoming then the Executive is empowered to appoint someone following the meeting. A person shall not be nominated without his/her consent.
  - (b) A person shall not be eligible for nomination or election, or if elected, shall not continue to sit unless he/she is a member of the EPA.
- 16.6 ***Proposals***
- (a) Proposals may be made by the Committee, the Executive or a Member Club.
  - (b) Proposals to change the Constitution shall require a majority of two-thirds of those present. Other proposals require a simple majority.
  - (c) In the event of a tie the presiding officer shall have a casting vote.
  - (d) The Business Group shall determine the order in which proposals shall be taken and which proposals, if any, are not the business of an AGM and shall, therefore, be referred to the Committee. Any such proposals may, at the discretion of the Chairman of the meeting, be discussed under Any Other Business.
- 16.7 ***Procedure in the Calling of an AGM***
- (a) At least 56 days prior to each Annual General Meeting, the Secretary shall inform each Member Club and each Individual Member (not in membership of a Member Club) of the time and place of the meeting inviting nominations for the election of Officers, Proposals to amend the Constitution and other proposals.
  - (b) Receipt of Nominations and Proposals shall close 28 days before the AGM.
  - (c) At least 21 days prior to the meeting an agenda of the business to be transacted, including the nominations and proposals, shall be sent to each Member Club by the Secretary.
- 16.8 No proposals or their like, other than proposals to amend the Constitution, that have been defeated at an AGM may be made again at the following AGM.

## **17.0 SPECIAL GENERAL MEETINGS**

- 17.1 Special General Meetings shall be open to all EPA members registered by the Association. Each member shall have one vote.
- 17.2 A Special General Meeting may be convened by the Secretary on the direction of the

- Executive or upon a signed request on behalf of four of the Member Clubs by their Secretaries on the instruction of their committees and lodged with the Secretary.
- 17.3 A majority of two-thirds of those present is required to agree the business of the Special General Meeting.
  - 17.4 The meeting shall be held at such a place as the Executive may decide.
  - 17.5 A Special General Meeting shall not transact any business other than that specified in the notice convening it.
  - 17.6 A notice convening a Special General Meeting shall state the time and place thereof and the purpose for which it is convened, and a copy of the notice shall be sent to each Member Club and Individual Member not less than 28 days before the day of the meeting.
  - 17.7 No Special General Meeting shall proceed to business unless representatives of three Member Clubs are present.
  - 17.8 At all General Meetings the President of the Association, or in his/her absence the Deputy President or, in the absence of a Deputy President, a member of the Executive Committee shall preside.

## **18.0 FINANCIAL MANAGEMENT**

- 18.1 It shall be the duty of every Officer of the Association, and its Member Clubs, having the receipt or charge of money at such time as the Executive may direct, or upon demand made, or notice in writing given, to give account as may be required by the Executive to be examined and allowed or disallowed by them and on the like demand or notice to pay over all monies and deliver all property for the time being in his/her custody to such person as they appoint.
- 18.2 All books of account, securities and financial documents of the Association, other than such (if any) as are directed by the Executive to be kept elsewhere, shall be kept by the Treasurer, in such manner and with such provision for their safety as the Executive may from time to time direct.
- 18.3 All payments above £30 must be made by cheque. All cheques must be signed by at least two officers of the Association nominated by the Executive.
- 18.4 The Association shall in each year of account, appoint two Auditors to audit its accounts and balance sheet for that year. Every appointment of the auditors shall be made by resolution of a General meeting. The Executive may appoint an Auditor to fill any casual vacancy occurring between General meetings.
- 18.5 Any profit shall be applied to furthering the objects of the Association.
- 18.6 The financial year of the Association shall be 1st October to 30th September.
- 18.7 In the event of the dissolution of the Association all funds will be transferred to the English Pétanque Association and held *in escrow* for three years to allow time for the reformation of the region.

## **19.0 DISCIPLINE AND DISPUTES**

- 19.1 In the event of a written complaint regarding the actions or behaviour of a Member or Member Club the procedures set out in the current Disciplinary Procedures document shall be enacted.
- 19.2 The Association reserves the right for the Executive to refer any disciplinary matter to the English Pétanque Association.

## **20.0 RULES**

- 20.1 The Executive shall prepare Rules for the organisation of competitions, representative honours and any like matter as directed by the Committee, which shall be put to the Committee for approval or referral back.