

CONSTITUTION

1. NAME: -

- 1.1 The Club shall be called Wenvoe Pétanque Club (herein after called “The Club”).

2. AFFILIATION: -

- 2.1 The Club shall be affiliated to the Welsh Pétanque Association (WPA) & Fédération Internationale de Pétanque et Jeu Provençal (FIPJP).

3. AIMS AND OBJECTIVES: -

The Aims and Objectives of The Club will be to: -

- 3.1 Promote and play the sport of Pétanque. Offer coaching and competitive opportunities for its members in the sport of Pétanque. To manage The Club’s playing facilities at Station Road, Wenvoe and in the Car Park of The Wenvoe Arms Public House, Old Port Road, Wenvoe.
- 3.2 The aims and objectives of The Club will be consistent with the furthering of equal opportunities for all groups in the playing of Pétanque.

4. MEMBERSHIP: -

- 4.1 The Club shall consist of the officers and the members.
- 4.2 The membership of The Club shall be open and not unreasonably restricted on the grounds of age, sex, race, disability, political, religious or other opinions to any person in the area who is prepared to accept and support the objectives of The Club.
- 4.3 In accepting membership, a person agrees to abide by the constitution of The Club and the rulings of The Club’s Executive Committee.
- 4.4 Social Membership shall be available to adults wishing to play Pétanque, but not represent the Club in organised closed competitions. Social members may attend and contribute to Club meetings, but shall not have the right to vote. Social members shall be expected to pay a fee of 50% of the Full Adult Membership rate.
- 4.5 Members under the age of 18 years shall be considered as Junior members.
- 4.6 Junior members shall not have the right to vote at meetings, but are entitled to elect from amongst themselves one representative who shall have the right to vote as a full member of The Club. Junior members shall be charged a fee of 50% of the Full Adult Membership rate.
- 4.7 The Club may, from time to time, award, at the discretion of its members, Honorary Membership on previous members who no longer play regularly, but who wish to remain associated with The Club. Honorary Members shall have the right to vote as a full member of The Club
- 4.8 The Club accepts the policies and procedures of the Welsh Pétanque Association in respect of ethical matters, race relations and protection of vulnerable individuals and has adopted the provisions of the WPA’s Child & Vulnerable Persons Protection Policy.

5. MEMBERSHIP FEES: -

- 5.1 Membership fees shall be proposed by The Club’s Executive Committee for acceptance at an Annual or extraordinary General Meeting.
- 5.2 Annual membership fees fall due on, and should be paid by, 1st January of each year and are payable to The Club’s Treasurer.
- 5.3 The Club’s Executive Committee may decide upon other charges or subscriptions for acceptance at an Annual or extraordinary General Meeting.

6. OFFICERS: -

- 6.1 The officers of The Club shall be President, Vice-President, Secretary, Treasurer & Club Captain.

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- 6.2 These officers shall hold office for a calendar year, being elected annually at The Club's Annual General Meeting (see paragraph 9). All officers shall retire annually but shall be eligible for re-appointment.
- 6.3 The Executive Committee may fill any casual vacancy occurring.

7. EXECUTIVE COMMITTEE: -

- 7.1 The management of The Club shall be vested in the Executive Committee (hereinafter called the Executive Committee).
- 7.2 The Executive Committee shall act for the members. Liabilities incurred shall fall upon the membership (provided the Executive Committee act in accordance with the constitution, in honesty and good faith).
- 7.3 The Executive Committee shall comprise of: The President, Vice President, Secretary, Treasurer & Club Captain.
- 7.4 The Secretary shall convene meetings of the Executive Committee, and the committee shall meet Quarterly.
- 7.5 The quorum necessary for the transaction of business at Executive Committee meetings shall be three present and eligible to vote.
- 7.6 Every question at a meeting of the Executive Committee shall be determined by a majority of the vote of the members present and voting, every member having one vote. In the event of an equality of votes, the Chair of the meeting shall have a casting vote.
- 7.7 The interpretation of The Club's constitution shall be vested in the Executive Committee, who shall decide all questions relating to The Club, save those specified in, or involving an amendment to the constitution.
- 7.8 The Executive Committee shall be responsible for considering any application for membership and shall decide of this application should be accepted. This decision shall be in accordance with a non-discriminatory policy.
- 7.9 The Executive Committee may employ professional officers at its discretion.

8. FINANCE: -

- 8.1 All monies raised by, or on behalf of, The Club shall be used solely for the benefit of The Club and for no other purpose.
- 8.2 The Club's Treasurer is responsible for the finances of The Club.
- 8.3 The financial year of The Club ends on 31st December of each year.
- 8.4 Proper accounts shall be kept of all sums of money received and paid out of The Club.
- 8.5 The accounts shall be audited annually by a responsible person, external to the Executive Committee.
- 8.6 An audited statement of accounts, up to and including this date, shall be presented at the Annual General Meeting of The Club.
- 8.7 The funds of The Club shall be lodged at a bank or building society in an account in the name of The Club, and all cheques, drafts etc., drawn on these accounts shall be signed by any two of the following officers; The President, Secretary and Treasurer.

9. ANNUAL GENERAL MEETING AND OTHER MEETINGS: -

- 9.1 The Annual General Meeting (AGM) of The Club shall be held in every year at a time determined by the Executive Committee, when the annual report of the Executive Committee and the Audited statement of accounts up to the end of the financial year shall be presented. The AGM shall be held no later than 12 months following the previous AGM.
- 9.2 The Secretary shall give not less than 30 days notice of the date of the AGM to all members.
- 9.3 The AGM shall elect such officers of The Club as it may from time to time determine.
- 9.4 The Secretary shall receive nominations for Officers not less than 14 days prior to the AGM (21 days for Resolutions to change the Constitution – see Rule 14.3). Nominations and Resolutions shall require two signatures.

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Nominations and Resolutions shall only be accepted from persons eligible to vote at the AGM.

- 9.5 The dates of the general meetings and of the Executive Committee meetings shall be determined at the previous meeting. In addition, the Chair may call a meeting when she/he considers it necessary or desirable, or upon the written request of at least 50% of members of the Executive Committee.
- 9.6 All members shall be entitled to vote at general meetings of The Club and shall have equal voting rights, other than specified in paragraphs 4.4 & 4.6.
- 9.7 The quorum for general meetings shall be 25% of the voting membership.
- 9.8 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 25% of the eligible members. The Executive Committee shall have the power to call an EGM by decision of a simple majority of its members,

10. VOTING PROCEDURES: -

- 10.1 Each member shall be entitled to one vote.
- 10.2 A motion shall be carried by a simple majority of those present and voting, except when the motion is a constitutional amendment, which shall require a two-thirds majority.
- 10.3 The Chair shall have casting vote in addition to a deliberative vote.

11. PROPERTY AND STAFF: -

- 11.1 Responsibility for all property owned or leased by The Club, and for the employment of paid staff and volunteers rests with the Executive Committee.

12. DISCIPLINE AND APPEALS: -

- 12.1 The Executive Committee shall have the power to take appropriate disciplinary action against any member, and shall have the authority to terminate the membership of any member guilty of conduct deemed to be to the detriment of The Club.
- 12.2 There shall be the right of appeal to the Executive Committee, or an Appeal Committee set up by it to act on its behalf, against any decision made by an officer of The Club.
- 12.3 The appeal should normally be considered within 14 days of it being received by the Secretary.

13. DISSOLUTION PROCEDURES: -

- 13.1 The Club may be wound up on a resolution of the members, passed by a two-thirds majority at a meeting specially convened for that purpose upon the request of 50% of members of The Club. At least 30 days notice of the meeting shall have been sent to all members of The Club.
- 13.2 In the event of the passing of the resolution to wind up The Club, the members of The Club shall appoint a representative committee, which shall be empowered to draw up a plan within 14 days to distribute the assets, including cash and investments in hand. This committee will then call a meeting of all Club members to discuss and agree their recommendations. No Club member shall obtain any asset from The Club.

14. REVIEW OF THE CONSTITUTION: -

- 14.1 This constitution shall be reviewed on an annual basis.
- 14.2 Amendments to the Constitution shall only be agreed at AGMs.
- 14.3 Additions to, or alterations of, the constitution shall be submitted to the Secretary in writing not less than 21 days before the date of the AGM, or with a request for a special meeting of Club members. No resolution involving an amendment to the constitution may be proposed or amended from the floor of a meeting.
- 14.4 In the event of a proposal for amending the constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days before the AGM.

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- 14.5 Any amendments to the proposed motion duly proposed and seconded in like manner shall be submitted in writing to the Secretary not later than 7 days before the said meeting.
- 14.6 Any alteration to the constitution shall require a two-thirds majority of members present and voting.
- 14.7 In the event of any question or matter arising which is not provided in the constitution, such as question or matter shall be dealt with by the Executive Committee, whose decision shall be final.

The Constitution of Wenvoe Pétanque Club was adopted at their Annual General Meeting held at the Wenvoe Arms Public House, Wenvoe on Wednesday 8th January 2014.