

Shedfield Pétanque Club Constitution

1. The Club

- a) The Club shall be known as the Shedfield Pétanque Club
- b) The Club's Headquarters shall be:

The Terrain and Pavilion
Shedfield Recreation Ground
Upper Church Road
Shedfield
SO32 2JB.
- c) The Aim of the Club is to foster, encourage and promote the playing of Pétanque. This will be achieved by promoting public awareness of the sport, organizing competitions and providing instruction in the sport. The Club will also ensure that the sport of Petanque is equally accessible to all members irrespective of their age, ability, gender, race, ethnicity, colour, religion, faith, political beliefs, sexual orientation or social status. A Safeguarding Officer is appointed to ensure the equal access to all. Please see our safeguarding document for details.
- d) The Club shall be affiliated to the Pétanque England (PE) and comply with article 5.3 of the Southern Counties Pétanque Association's (SCPA) Constitution.

2. Committee Structure and Operation

The Club Committee shall comprise a minimum of:

- a) The Executive comprising of the President, Honorary Secretary and Honorary Treasurer.
- b) Committee Members comprising of the League Team Captains and the Website Manager.
- c) The Club's Committee shall be made up of the Executive and those elected in sub paragraph 2b. The Executive and Committee shall be elected at the Club's Annual General Meeting for a one year term.
- d) In the event that a Committee position is not filled a member can be co-opted to the position.

3. Committee Meetings

- a) Committee Meetings will be held regularly. Where voting takes place all attending Committee members will have one vote each. The Chairman (usually the President) will have a casting vote to ensure a conclusive outcome is achieved in the event of a tied vote.
- b) A Quorum for all Committee Meetings shall be four voting committee members.

- c) Minutes and records of attendance at all meetings shall be kept by the Honorary Secretary, to be circulated to members or made available to members in reasonable time.

4. Annual General Meetings (AGM)

- a) The AGM of the Club shall be held during the last two weeks of November.
- b) 28 days' notice of a forthcoming AGM will be given in writing, post/email to fully paid-up Club members.
- c) Items for the AGM Agenda must be submitted, in writing, to the Honorary Secretary 14 days prior to the date of the AGM.
- d) Nominations for election to the Club Executive and Committee positions must be submitted to the Honorary Secretary at least 7 days prior to an AGM. The nominations must be proposed and seconded on the correct form obtainable from the Honorary Secretary.
- e) Only fully paid-up members of the Club shall have the right to vote at the Club's AGM.

5. Extraordinary General Meetings (EGM)

An EGM can be called at any time by the Club's Committee or by one third of the remaining fully paid-up members of the Club.

6. Club Funds

- a) A record of all incoming monies and expenditures shall be maintained by the Honorary Treasurer who shall produce an audited record of income and expenditure for the Club's AGM.
- b) The AGM shall elect an auditor to audit the accounts and produce a certified statement of accounts for presentation at the club's AGM.
- c) The Club's financial year shall run from the first day of November to the following last day of October.
- d) The Club's funds shall be deposited in a Bank/Building Society account under the exclusive name of **Shedfield Pétanque Club** and shall have three nominated Approvers, namely: the President, Honorary Secretary and the Honorary Treasurer. All transactions to require an Initiator and two of the other three Club Officers, as Approvers, to proceed. A list of the transactions and Approvers to be retained in the Treasurer's records.
- e) The Club Members' Annual Subscription and Visitors Fees shall be determined at an AGM or at intervening times should the need arise.
- f) All subscriptions will be due on the 1st January each year. Members joining during a year will pay a pro rata amount. Exceptionally, and to

encourage new players, people new to the sport of pétanque will only be charged £10 for their first years membership.

- g) Individual Membership will elapse if fees are not paid by the first day of March.
- h) All reasonable expenses incurred by a member of the Club on official Club business and approved by the executive shall be reimbursed from Club Funds.

7. Membership

- a) New members must supply their personal details in writing to the Committee for ratification. All personal data will be safeguarded in accordance with the Club's General Personal Data Protection Policy. Please see our data privacy document for details.
- b) All members of the Club will be encouraged to take out a PE license, which allows them to participate in the Club, SCPA, National competitions and SCPA League matches.
- c) The Executive has the right to withdraw membership from any Club Member. There will be a period of 14 days in which to appeal. In the event of an appeal being requested it will be heard by arbitrators independent of the Club.

8. Dissolution of the Club

- a) The Club may be dissolved by a two-thirds majority of the fully-paid up members voting at a General Meeting. The meeting will be called and publicised in accordance with Article 5 of this Constitution. 28 days' notice of the meeting will be given.
- b) The meeting will appoint an Action Committee to oversee the dissolution process. The Action Committee will comprise of a Chairman and a maximum of four members selected by the meeting.
- c) The tasks of the committee will be to:
 - i. Ensure liabilities are met, creditors are paid, and any unspent portion of any grant received by the Club for a specific purpose is repaid.
 - ii. Prepare proposals for the distribution of the remaining funds and assets for presentation to the General Meeting.
 - iii. Ensure all interested parties are informed of the dissolution.
- d) The Action Committee will call an Extraordinary General Meeting within three weeks. The meeting will discuss and approve their proposals and guide on any further work to be done by the Committee.