



Affiliated to the Fédération Internationale de Pétanque et Jeu Provençal
&
Confédération Européenne de Pétanque



CONSTITUTION & RULES

English Pétanque Association Constitution and Rules

- 1 Name
The Association shall be called the English Pétanque Association (EPA), hereinafter called the Association.
- 2 Objectives
The Objectives of the Association are to promote the game of pétanque by all means at its disposal including:
 - 2.1 by promoting public awareness of the sport,
 - 2.2 by organising competitions,
 - 2.3 by instruction in the sport,
 - 2.4 by promoting international links and affiliating to the Fédération Internationale de Pétanque et Jeu Provençal. (F.I.P.J.P.) and the Confédération Européenne de Pétanque (CEP).
- 3 Registered Office
The registered office of the Association shall be at such address as the Management Committee shall from time to time decide.
- 4 Definitions
 - 4.1 English Pétanque Association
The English Pétanque Association is recognised by the Fédération Internationale de Pétanque et Jeu Provençal (FIPJP), the Confédération Européenne de Pétanque (CEP) and Sport England as the governing body for pétanque in England.
 - 4.2 Members
Members shall be persons who have paid the annual fee appropriate to their category as defined in article 6.
 - 4.3 MC
Management Committee, the governing body of the Association.
 - 4.4 CRMC
County Region Management Committee, the managing body of a County Region.
 - 4.5 Affiliated Leagues
Affiliated Leagues shall be such Pétanque Leagues as are admitted to the Association in the manner described in the Constitution and Rules.
 - 4.6 Registered Clubs
Registered Clubs shall be such Pétanque Clubs as are admitted to the Association in the manner described in the Constitution and Rules.
 - 4.7 General Meeting
Annual (AGM) and Extraordinary Meetings (EGM).
 - 4.8 Publish
Requirement to distribute information may be met by the use of printed and or electronic media.
- 5 Structure
 - 5.1 Member
Individual members may be members of Registered Clubs or Independent members of the Region in which they reside.
 - 5.2 Club
To register for the first year of registration, a club shall have at least 3 members who are adult members of the association and includes minimum officers of Chairperson or President, Secretary and Treasurer. For subsequent years of registration a club shall have at least 6 members of the Association and all the officers and committee shall be members of the Association.

- 5.3 County Region
 - 5.3.1 Composition

A County Region may be formed by the Clubs and Affiliated Leagues in a County. A County Region may also be formed by multiple counties agreeing to combine until such time as one or more determine to form a discrete County Region. Clubs may opt to apply to join a cross border county most appropriate to its playing practice.
 - 5.3.2 County Regions

Will be run by an MC comprising as a minimum Chairperson or President, Secretary and Treasurer. Where considered justified a CRMC may establish Divisions to act on their behalf within defined geographic parameters and for defined purposes.
 - 5.3.3 Constitution

Each County Region shall adopt its own constitution or a modified version of an Association standard provided that the result is not repugnant to the Association's objectives, constitution and rules.
 - 5.3.4 Powers

County Regions shall have the power to run their own affairs including, setting a regional subscription, determining their name, holding funds and assets separately from the Association, organising pétanque competitions and publishing a playing calendar.
- 5.4 National
 - 5.4.1 Management Committee

The Association shall be governed by a MC comprising elected Officers, appointed Officers, and 2 members elected from candidates nominated by Affiliated Leagues and 6 members elected from candidates nominated by County Regions. .

 - 5.4.1.1 Elected Officers

The Association shall have the following elected officers, National President, National Vice President, National Secretary, National Treasurer, Membership Secretary and Director of Promotions.
 - 5.4.1.2 Appointed Officers

The Association shall have the following Appointed Officers

 - i. The Chair of the Playing Commission shall hold office as a nominee of the Playing Commission, which shall have powers to revoke a nomination.
 - ii. The Chair of the Umpiring Commission shall be a qualified umpire of the Association and shall hold office as a nominee of the Umpiring Commission, which shall have powers to revoke a nomination.
 - iii. The Chair of the Coaching Commission shall be a qualified coach of the Association and shall hold office as a nominee of the Coaching Commission, which shall have powers to revoke a nomination.
 - 5.4.2 Arbitrators

The Association shall have a minimum of 3 Arbitrators.
 - 5.4.3 Auditors

The Association shall have an Auditor or Auditors nominated by the MC and approved by the members at the AGM
 - 5.4.4 Term of Office

The normal term of office for all MC members shall be 2 years. The election of National President, National Vice President and National Secretary will alternate from year to year with the National Treasurer, Membership Secretary and Director of Promotions. The normal term of office for the Arbitrators shall be 2 years. The normal term of office for an Auditor or Auditors shall be 2 years.
 - 5.4.5 Annual General Meeting (AGM)

There shall be an AGM of members in each period of 12 calendar months convened by the MC for the purpose of receiving an Annual Report, Annual Accounts, the election of officers, and delegates, the determination of fees, to consider motions, and appoint auditors. The AGM must be held within 13 months of the previous AGM
 - 5.4.6 Assemblies

There shall be an Assembly held at least once a year, convened by the MC to provide a forum to discuss any matters relating to the Association's affairs and if so resolved to make recommendations to the MC.

 - 5.4.6.1 County Regions may be represented at each Assembly by 1 delegate and 1 delegate for every 250 members or part thereof. The total of County Region Delegates will be assessed as the number of members registered with the Association's Membership Secretary, at the date of calling the Assembly. The MC will also be empowered to invite up to 5 members of the Association to act as delegates not able to vote. At Assembly

meetings all attending accredited Delegates shall be entitled to vote. All members of the MC are entitled to attend and participate in Assembly meetings but shall not be entitled to vote.

5.4.7 Extraordinary General Meeting (EGM)

An EGM may be called upon direction of the MC or upon a requisition of 20 Registered Clubs and/or Affiliated Leagues signed by the secretary of each of those organisations.

5.4.8 Affiliation to the Fédération Internationale de Pétanque et Jeu Provençal (FIPJP)

The Association shall affiliate to the Fédération Internationale de Pétanque et Jeu Provençal (FIPJP).

5.4.9 Affiliation to the Confédération Européenne de Pétanque (CEP)

The Association shall affiliate to Confédération Européenne de Pétanque (CEP).

5.5 Commissions

5.5.1 Playing

The Playing Commission shall be composed of members nominated by regions and the MC under the Office of the Chair of the Playing Commission.

5.5.1.1 It will ensure that the playing program of the association is developed and delivered.

5.5.1.2 The Chair of the Playing Commission shall call a meeting of the Playing Commission at least once every year.

5.5.2 Umpiring

The Umpiring Commission shall be composed of all the Regional Umpires under the Office of the Chair of the Umpiring Commission.

5.5.2.1 It will ensure consistency of umpiring through training, examination and assessment and deal with all matters relating to Umpiring pétanque in England.

5.5.2.2 The Chair of the Umpiring Commission shall call a meeting of the Umpiring Commission at least once in every calendar year.

5.5.3 Coaching

The Coaching Commission shall be composed of all the Regional Coaches under the Office of the Chair of the Coaching Commission

5.5.3.1 The Coaching Commission will be responsible for youth development and shall have the responsibility to establish and maintain a national structure to support youth development. This includes the power to appoint specialist youth coaches and a national youth development officer.

5.5.3.2 It will ensure consistency of coaching through training, examination and assessment and deal with all matters relating to coaching pétanque in England.

5.5.3.3 The Chair of the Coaching Commission shall call a meeting of the Coaching Commission at least once in every calendar year.

6 Membership

6.1 Individuals, Clubs and Leagues

shall have completed the application or renewal form for the period prescribed by the Association and shall have paid the appropriate fee. At all times Membership shall comply with the Association's Equity Policy.

6.2 Individual Membership

shall be in the following categories:

6.2.1 Ordinary Members

shall be adults aged 18 or over on 31st December of the current year.

6.2.2 Juniors

shall be aged under 18 on 31st December of the current year.

6.2.3 Honorary Life Membership

may be given at the discretion of the MC in recognition of services to the game of pétanque. A maximum of three may be awarded in any one year.

6.3 Registered Clubs

shall be such Pétanque Clubs as are admitted to the Association having a constitution and rules which do not conflict with those of the Association. All the Officers and Committee Members of such clubs shall be and remain members of the Association.

6.4 Affiliated Leagues

shall be such Leagues as are admitted to the Association having a constitution and rules which do not conflict with those of the Association. Such leagues shall require all players to be and remain members of the Association.

- 6.5 Refusal of Membership
The Association has the right to refuse an application for membership. Notice of refusal must be sent to the applicant giving the reason and appeal procedure within 14 days of the decision to refuse.
- 7 Elections
- 7.1 Nomination
All members nominated must consent in writing to be nominated and to serve if elected.
- 7.1.1 National Officers
Candidates, who must have been a Member for not less than 2 years (National President 4 years) at the closing date for nomination, must be nominated by at least 3 members.
- 7.1.2 MC Affiliated League
Each affiliated League may nominate a Candidate, who must have been a Member for not less than 2 years at the closing date for nomination
- 7.1.3 MC Members County Region
Each County Region may nominate Candidates, who must have been members for not less than 2 years at the closing date for nomination.
- 7.1.4 Arbitrators
Candidates, who must have been members for not less than 5 years at the closing date for nomination, must be nominated by at least 3 members
- 7.2 Election
If there are no more nominations than vacancies for a particular office then the Presiding Officer at the AGM shall declare that member to be elected. If more than one member be nominated for a National Officer (7.1.1) or MC (7.1.2; 7.1.3) then a ballot of all members will be conducted.
- 7.3 Singularity of Office
No National Officer shall hold more than one National office at the same time.
- 8 Power and Duties
- 8.1 Association's Management Committee
The MC shall have the following powers and duties:
- 8.1.1 To be the governing body of the Association.
- 8.1.2 To promote and develop the game of pétanque in England
- 8.1.3 To fill casual vacancies arising on the MC for a period ending at the next AGM.
- 8.1.4 To appoint sub-committees for specified purposes and duration.
- 8.1.5 To co-opt additional members as and when deemed necessary or desirable.
- 8.1.6 To make, vary and publish disciplinary procedures.
- 8.1.7 To recommend changes to the number and composition of County Regions.
- 8.1.8 To propose changes to the Constitution and Rules for the decision of the members at General Meeting.
- 8.1.9 To prepare and present an annual budget.
- 8.1.10 To propose rates of subscription for the decision of the members at General Meeting.
- 8.1.11 To hold and operate the funds of the Association.
- 8.1.12 To organise and run National and Inter-County Regional Competitions.
- 8.1.13 Generally to act in the name of the Association as required by statute or the Constitution & Rules.
- 8.1.14 To set the strategy and vision of the Association.
- 8.2 National President
- 8.2.1 To preside, when present, at meetings of the MC.
- 8.2.2 To preside, when present, at General Meetings of the Association, Assemblies and shall, ex officio, be a member of all standing committees.
- 8.2.3 To act as a counter-signatory in respect of any property or financial transactions on behalf of the Association.
- 8.2.4 To act when necessary as the representative of the Association at the World Congress and other international meetings.
- 8.3 National Vice President
- 8.3.1 To be involved with the day to day running of the Association and to assist the National President and National Secretary in their duties.

- 8.3.2 In the absence of the National President to assume the powers and duties of the office of the National President.
- 8.3.3 If the office of the National President should become vacant, the National Vice President will automatically assume the office of the National President until such time as a National President is elected.
- 8.4 National Secretary
 - 8.4.1 To convene, attend and keep minutes of all meetings of the MC, General Meetings of the Association and Assemblies.
 - 8.4.2 To establish and maintain communication with the general membership.
- 8.5 National Treasurer
 - 8.5.1 To operate the Association's finances.
 - 8.5.2 To prepare the Books of Account for Audit.
 - 8.5.3 To prepare and present audited accounts to each annual meeting of the association.
 - 8.5.4 To chair finance sub committees.
- 8.6 Membership Secretary
 - 8.6.1 To undertake the administration of the Association's membership.
 - 8.6.2 To maintain the register of Members, Clubs and Leagues.
- 8.7 Director of Promotions
 - 8.7.1 To promote the sport of pétanque and the Association throughout England.
- 8.8 Arbitrators
 - 8.8.1 To resolve appeals in relation to any issues that the MC or National President shall deem necessary.
- 8.9 County Region Management Committees
 - 8.9.1 To organise and run County Region Competitions.
 - 8.9.2 To nominate County Region candidates to the Association's MC.
 - 8.9.3 To receive Notice of the Association's General Meetings and Assemblies and submit motions to the AGM or Assemblies.
 - 8.9.4 To participate in the requisition for an EGM
 - 8.9.5 To promote and develop the game of pétanque within the County Region.
 - 8.9.6 To organise and fund coaching.
 - 8.9.7 To establish and maintain qualified Umpires.
 - 8.9.8 To establish and maintain qualified Coaches
 - 8.9.9 To establish as and when required disciplinary hearings to hear and determine appeals .
 - 8.9.10 To appoint sub-committees for specified purposes and duration.
 - 8.9.11 To co-opt additional members as and when deemed necessary or desirable.
 - 8.9.12 To propose changes to the Constitution and Rules for the decision of the members in a General Meeting of the County Region.
 - 8.9.13 To propose rates of subscription for the decision of the members in a County Region General Meeting.
 - 8.9.14 To hold and operate assets and the funds of the County Region.
- 9 Finance
 - 9.1 Fees
 - 9.1.1 Membership Fees

Membership Fees (Adult and Junior) whether existing members of the Association or joining shall consist of the Association Fee and the Regional Precept.
 - 9.1.2 Association Fee

Adult and Junior Association Fees shall be at a rate determined by an AGM.
 - 9.1.3 Regional Precepts

Adult and Junior Regional Precepts shall be at a rate determined by an AGM of each Region.
 - 9.1.4 Affiliation Fees

The Association will pay an affiliation fee to the F.I.P.J.P., C.E.P., and other national and international bodies.
 - 9.2 Accounts

Proper Books of Account shall be maintained by the National Treasurer and will be available for inspection by Members at any reasonable time at the Registered Office.

- 9.3 Expenses
Reasonable expenses may be reimbursed for costs incurred.
- 9.4 Bank Accounts
The Association shall maintain account(s) with a Bank from time to time selected by the MC.
- 9.4.1 Two of the co-signatories must authorise all expenditure for any of the Association's accounts.
- 9.4.2 Internet/Telephone banking facilities will be permitted but are subject to article 9.4.1.
- 9.5 Grants
The Association may not make grants or donations to any person or organisation other than specifically for the achievement of the Objectives.
- 9.6 Borrowing
The Association may not borrow advances of money at rates in excess of 7% above LIBOR and in any event may not borrow in excess of ten times its last audited annual income.
- 9.7 Financial Year
The financial year of the Association shall run from 1st January to the 31st December of the same year.
- 10 Privileges
- 10.1 General
Individual members, Affiliated Leagues and Registered Clubs shall be covered for third party liability insurance by the Association, subject to the terms and conditions set by the Association's Insurers, and shall be entitled to:
- 10.2 Individual Members
- 10.2.1 Receive an International recognised licence on payment of the annual subscription.
- 10.2.2 Have particulars recorded in the Register of Members.
- 10.2.3 Attend and vote at General Meetings.
- 10.2.4 Compete in the Association's Competitions at County Regional and National level and in International competitions.
- 10.2.5 Receive one copy of the current Official Rules of the Game of Pétanque.
- 10.2.6 To participate in the requisition of an EGM.
- 10.3 County Regions
- 10.3.1 Receive a current copy of the Constitution, the Standing Orders for Meetings and the Rules of national competitions.
- 10.3.2 Receive Notice of General Meetings and Assemblies and submit motions to the AGM and Assemblies.
- 10.3.3 Enter teams in competitions sponsored or supported by the Association.
- 10.3.4 To nominate candidates for the County Region section of the Association's MC.
- 10.3.5 To appoint delegates to represent the County Region at the Congress of County Regions.
- 10.3.6 To nominate members of the Playing Commission.
- 10.4 Affiliated Leagues
- 10.4.1 Receive a certificate of annual registration.
- 10.4.2 Have its particulars recorded in the Register of Leagues.
- 10.4.3 Receive a current copy of the Constitution, , the Standing Orders for Meetings and the Rules of national competitions.
- 10.4.4 Receive Notice of General Meetings and Assemblies and submit motions to the AGM and Assemblies.
- 10.4.5 To participate in the requisition for an EGM.
- 10.4.6 To nominate candidates for the League section of the Association's MC.
- 10.4.7 To appoint a representative to serve on a CRMC.
- 10.5 Registered Clubs
- 10.5.1 Receive a certificate of annual registration.
- 10.5.2 Have its particulars recorded in the Register of Clubs.
- 10.5.3 Receive a current copy of the Constitution & Rules and the Rules of national competitions.
- 10.5.4 Receive Notice of General Meetings and Assemblies.
- 10.5.5 Submit motions to the AGM and Assemblies.
- 10.5.6 Enter teams in competitions sponsored or supported by the Association.

- 10.5.7 To participate in the requisition for an EGM.
- 10.5.8 To be part of an appropriate County Region.
- 11 Discipline
The Association shall conduct disciplinary matters in accordance with the published Disciplinary Procedures. Once a disciplinary process has begun it will be conducted under the published Disciplinary Procedures at the time and not any subsequent variation.
- 12 Administrative Rules
- 12.1 Annual General Meeting
- 12.1.1 Date and Place
The AGM shall, subject to Clause 5.4.5 of the Constitution, be held in the month of March or such other month and at such place as the MC may from time to time determine.
- 12.1.2 Preliminary Notice
At least 48 days before each AGM, the National Secretary shall publish the date, time and place of the meeting. Those entitled and wishing to put proposals to the meeting shall submit their motions to the National Secretary at least 28 days before said AGM.
- 12.1.3 Notice
At least 18 days prior to the meeting the National Secretary shall send to each Registered Club, Affiliated League and County Region notice of the meeting and the agenda of the business to be transacted and details of any motions submitted in accordance with the Constitution and Rules.
- 12.1.4 Agenda
To confirm the date of notice of meeting.
To receive apologies for absence.
To approve the minutes of the previous AGM and any subsequent EGM.
To receive the National President's Report.
To receive and, if so resolved, adopt the Association's accounts and the Auditor's and Financial reports.
To determine the rates of registration fees and subscriptions.
To consider and, if so resolved, approve motions submitted in accordance with the Constitution: (a) to amend the Constitution, (b) proposed by the MC, (c) proposed by County Regions, Affiliated Leagues and Registered Clubs. The MC shall decide the order in which motions will be considered and may recommend consolidated motion.
To declare the election of the MC members (Affiliated League and County Region).
To declare the election of National Officers.
To declare the election of Arbitrators.
To appoint an Auditor or Auditors.
To consider such other business as the Presiding Officer may admit. No vote to be taken.
- 12.2 Ballot of Members
A ballot of all members will be held for contested elections and on questions put at the direction of the MC or on a motion of dissolution. Any such ballot shall be conducted in such manner and by such means as the MC may from time to time determine
- 12.2.1 The Arbitrators will be responsible for hearing any appeals relating to the outcome of the voting process. Any such appeal to have been received by the National Secretary no later than 14 days immediately following the first publication of the result.
- 12.2.2 The decision of the Arbitrators or a majority of them shall be binding on all parties and there shall be no appeal from their decision.
- 12.3 Extraordinary General Meeting (EGM)
- 12.3.1 Convening
An EGM may be convened by the National Secretary by direction of the MC or upon a requisition signed by the Club Secretaries and delivered to the National Secretary on behalf of not less than 20 Registered Clubs and/or Affiliated Leagues.
- 12.3.2 Location
the meeting shall be held at such place as the MC shall decide.
- 12.3.3 Failure to Convene
Should the National Secretary not convene an EGM within 36 days of receiving a duly signed requisition, the requisitioners may convene the meeting and shall have a claim upon the Association for all expenses reasonably incurred in convening it.
- 12.3.4 Notice

The notice convening an EGM shall be sent to every Affiliated League, Registered Club and County Region not less than 28 days before the date of the meeting, stating the date, time and place thereof and the purpose for which it is convened.

12.3.5 Quorum

No EGM shall proceed to business unless a representative of not less than 15 of the organisations convening the meeting are present within half an hour of the notified time of start. If the meeting was convened by the MC then 20 members must be present within half an hour of the notified time of start.

12.3.6 Business

An EGM shall not be competent to transact any business other than that specified in the notice convening it.

12.4 Assemblies

12.4.1 Date and Place

Assemblies shall, subject to Clause 5.4.6 of the Constitution, be held on such dates and at such places as the MC may from time to time determine.

12.4.2 Preliminary Notice

At least 48 days before each Assembly, the National Secretary shall publish the date, time and place of the meeting. Those entitled and wishing to submit agenda subjects or to put proposals to the meeting shall submit them to the National Secretary at least 28 days before said Assembly meeting.

12.4.3 Notice

At least 18 days prior to the meeting the National Secretary shall send to each Registered Club Affiliated League, and County Region notice of the meeting and the agenda of the business to be transacted and details of any motions submitted in accordance with the Constitution and Rules.

12.4.4 Agenda

The agenda shall be:

To confirm the date of notice meeting.

To receive apologies for absence.

To receive Officers Reports

To consider and, if so resolved, approve motions from Registered Clubs, Affiliated Leagues, County Regions and the MC, amended as appropriate to reflect the intention of the meeting, submitted in accordance with the Constitution and Rules.

To hold an open forum.

To consider such other business as the Presiding Officer may admit. No vote to be taken.

12.5 Alterations to Constitution

12.5.1 Method

The constitution of the Association may be rescinded or altered by vote of two-thirds of the Members present at an AGM or at an EGM called for that purpose.

12.5.2 Proposals

Proposals to amend the constitution may be submitted by the MC, County Regions, Affiliated Leagues or Registered Clubs.

12.5.3 Time Limit

No proposal to amend the constitution which has been defeated, nor any of like effect, shall again be proposed until a period of two calendar years has elapsed.

13 Dissolution

13.1 The Association may be dissolved at any time by consent of a majority of members voting in a Ballot of Members.

13.2 Funds and assets

can be transferred to successor bodies on their formation and on dissolution of the Association.

13.2.1

If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the Members of the Association but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, such institution or institutions to be determined by Members of the Association at or before the time of dissolution and insofar as effect cannot be given to such provisions then to some charitable object.

Version History:

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