

## Section Three



# CLUB CONSTITUTION

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When forming a Pétanque Club there are several things to consider, without trying to enforce unnecessary rules and regulations upon members. There does need to be a recognised structure to the club, albeit a simple one.

So why?

In a competitive environment, however friendly, disputes will occur unless the ground rules are clearly outlined. In most cases common sense will prevail, but just in case it is advisable to have some simple rules.

Once a club has been established there will be some financial transactions, however small, the way and who deals with these must be clearly set out from the beginning. The club will also need some “management” structure, how this is formed and what it should be must also be clearly set out.

Sadly there are always a few people who deliberately or otherwise step out of line and spoil the enjoyment for the majority, there must be a recognised way of dealing with these problems.

For the above reasons we recommend that Clubs adopt a Constitution. An example that can be used or modified is set out below.

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## **CONSTITUTION OF THE ..... PETANQUE CLUB**

- 1. NAME**  
The Club shall be known as “..... Pétanque Club”
- 2. HEADQUARTERS**  
The Club’s headquarters shall be at the .....  
.....
- 3. OBJECTIVES**
  - 3.1 The aim of the Club shall be to foster and to encourage the playing of the sport of Pétanque.
  - 3.2 The Club shall be affiliated to the English Pétanque Association.
- 4. GENERAL MEETINGS**
  - 4.1 All members of the General Committee shall have one vote each at committee meetings, then, should it be necessary the President will have a casting vote.
  - 4.2 A quorum for all General Committee meetings shall be three voting members.
  - 4.3 Minutes and records of attendance at all meetings shall be kept by the Honorary Secretary.
  - 4.4 The General Committee shall be made up of the Club’s Executive plus members elected to represent playing and facilities.

**5. ANNUAL GENERAL MEETINGS**

- 5.1 The Annual General Meeting of the Club shall be held during the month of November or at such time as decided by the Executive Committee.
- 5.2 Three weeks notice of a forthcoming Annual General Meeting must be given to all fully paid up members of the Club.
- 5.3 Items for the agenda of the Annual General Meeting must be given to the Honorary Secretary two weeks prior to the date of the Annual General Meeting.
- 5.4 At the Annual General Meeting it is one member one vote. Only fully paid up members have the right to vote.
- 5.5 Extraordinary General Meetings can be called at any time by the Club's General Committee or by one third of the remaining fully paid up members of the Club.

**6. OFFICERS**

- 6.1 The Executive of the Club shall be the Club President, Honorary Secretary and Honorary Treasurer.
- 6.2 The Club's General Committee shall be made up of the Executive plus Playing representative and a Facilities co-ordinator. The Executive have the power to co-opt other members as and when a need arises.
- 6.3 Members playing in the ..... Leagues will elect their Captain.

**7. FINANCE**

- 7.1 A record of all incoming monies and expenditures shall be maintained by the Honorary Treasurer, who shall produce an audited record of the Club's accounts for the Annual General Meeting
- 7.2 The Club's financial year shall run from 1<sup>st</sup> November to the 31<sup>st</sup> October.
- 7.3 The Club's funds shall be deposited at a Building Society or Bank under the exclusive name of ..... Pétanque Club. All transactions by cheque must be signed by two nominated members of the Club.
- 7.4 The Club's annual subscription, piste and visitor fees shall be decided at the Annual General Meeting.
- 7.5 All reasonable expenses incurred by a member of the Club, on official club business, approved by the Executive, shall be reimbursed from Club funds.
- 7.6 Membership will lapse if fees have not been paid by the beginning of the English Pétanque Association's membership year.

**8. MEMBERSHIP**

- 8.1 Membership shall not be denied to any person on the grounds of sex, race, religion, colour, politics or disability.
- 8.2 All members of the Club will be members of the English Pétanque Association. The General Committee has the power to waive this rule in special cases.
- 8.3 Only paid up members have the right to enter competitions organised by the Club.
- 8.4 The Executive have the right to withdraw membership from any member of the Club. There will be fourteen days in which to appeal.

**9. DISSOLUTION**

The Club may be dissolved at any time by the consent of two-thirds of the fully paid up members of the Club. Any funds and assets shall be donated to the ..... Regional Association of the English Pétanque Association.

Agreed

Signed ----- Club Chairman

Date-----