



# Parley Pétanque Club

## CONSTITUTION OF THE PARLEY PETANQUE CLUB

### 1) NAME:

- a) The Club shall be known as “Parley Pétanque Club”

### 2) OFFICE

- a) The Club’s Office shall be: 275 Christchurch Road, West Parley, BH22 8SQ

### 3) AIMS & OBJECTIVES

- a) To be a friendly, democratic and welcoming club
- b) To promote, foster and to encourage the sport of Pétanque, Locally, Regionally and Nationally
- c) To be competitive at all levels of the game
- d) To support the work of Pétanque England.
- e) To share our enthusiasm with people of all ages, abilities
- f) To make positive links with other clubs and associations

### 4) Officers

- a) For the purposes of running the club on a day-to-day basis the club shall have a minimum of three and a maximum of ten members.
- b) The Officers will be known as ‘The Committee’
- c) The Executive Officers will be the Chairperson, Secretary and Treasurer
  - i) These positions are not to be held by the same person in the same role for more than three consecutive years unless proposed, seconded, and re-elected at an AGM and no more than two members of the same family/household may serve at any one time.
  - ii) The Executive are authorised to make decisions regarding the running of the club so long as they are agreed by a majority of the committee.
- d) Other members of the committee might include,
  - i) Club Coach/Captain
  - ii) Membership Secretary
  - iii) Social Secretary
  - iv) Team Captains (One for each team representing Parley)
  - v) Safeguarding Officer
- e) The Committee are authorised to make decisions regarding the running of the club as long as they are agreed by a majority of the committee.
- f) If a committee member fails to attend three committee meetings during the year without good reason, they will be deemed to have resigned their position.
  - i) This decision will be determined by the Executive
- g) The Committee are authorised to commit club funds for club purposes only with the agreement of the majority of the committee.
- h) The Committee shall have the powers to co-opt other members as and when the need arises. Any co-opted members shall have full voting rights while serving.
- i) The affairs of the club will be run by the committee and each member shall have one vote each at committee meetings.
- j) A quorum for all General Committee meetings shall be three voting members or 50% of the committee. If voting is even, the Chairperson will have the casting vote.
- k) Minutes and records of attendance at all meetings shall be kept by the Secretary.
- l) Expenditure over £25 must be agreed by a majority of the committee before it is committed to. Club, Team Captains, and safeguarding officers shall have a valid DBS check.



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## 5) ANNUAL GENERAL MEETINGS

- a) The Annual General Meeting of the Club shall be held on in November each year
- b) The agenda will be published at least three weeks before the meeting and given to all fully paid up members of the Club.
- c) Items to be added to the agenda must be given to the Secretary two weeks prior to the date of the Annual General Meeting.
- d) Items to be discussed under Any Other Business must be added to the agenda before the meeting begins
- e) At the Annual General Meeting it is one member one vote. Only fully paid-up members have the right to vote.

## 6) EXTRAORDINARY GENERAL MEETINGS

- a) 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.

## 7) FINANCE

- a) A record of all incoming monies and expenditures shall be maintained by the Treasurer, who shall produce an audited record of the Club's accounts for the Annual General Meeting
- b) The Club's financial year shall run from 1st January to the 31st December
- c) The Club's funds shall be deposited at a Building Society or Bank under the exclusive
- d) name of Parley Pétanque Club. All transactions must be signed by two nominated members of the Club who are not in the same family.
- e) The Club's annual subscription, piste and visitor fees shall be decided at the Annual General Meeting.
- f) All reasonable expenses incurred by a member of the Club on official club business will only be reimbursed from Club funds on the production of the correct receipts or documentation.
- g) Membership will lapse if fees have not been paid by the beginning of the English Pétanque Association's membership year.
- h) Any annual excess funds will be reinvested back into the club to enhance the playing experience for club members.

## 8) MEMBERSHIP

- a) Membership shall not be denied to any person on the grounds of gender, race, religion, colour, politics, or disability.
- b) Prospective members can attend a maximum of three times before having to commit to a membership package.
- c) All members must read and abide by the club's policies which are available on the website. Hard copies are available on request.
- d) The club will have two levels of membership
  - i) Full membership -
    - (1) Fees to be paid by January 1st each year.
  - ii) Social membership
    - (1) Social members will pay a fixed fee when they wish to play
    - (2) Are not eligible to play in leagues of competitions
    - (3) We recommend that all full members of the Club become members of Pétanque England



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## iii) Junior Member

- (1) Aged up to 17 years
- (2) Can play in appropriate competitions and / or leagues
- (3) Fee is set at 50% of the current adult fee
- (4) Associate membership for social members not wanting to play in leagues or teams

- e) All members will have the right to enter competitions organised by the Club.
- f) Only full members will have the right to enter leagues and regional or national competitions
- g) Members may be reimbursed pre-agreed expenses incurred in the name of the club as long as a valid receipt is provided within 3 months. No other payments will be made to any member.
- h) Only full members have the right to vote at Club Annual General Meetings

## 9) DISCIPLINE

- a) In the event of a serious breach of discipline which might include intimidation, verbal or physical abuse, the committee has the right to withdraw membership from any member of the Club.
- b) Disciplinary Procedures which follow will include a seven-day cooling off period, an investigation by an independent club member and a resolution by arbitration.
- c) If no resolution is found a member may be asked to leave, however there will be fourteen days in which to appeal. Any appeal will be heard by members not involved in the original decision.
- d) In the event of an individual being asked to leave the club membership fees will not be **refunded**.

## 10) DISSOLUTION

- a) 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 Pétanque England Agreed by the decision of the Committee and AGM 12th November 2021

(Signed by the Chair)

Signed ----- Club Chairman

Date-----

Previous Amendment February 2019

Changes Agreed November 2021