

# TREGONY PETANQUE CLUB CONSTITUTION

## 1. NAME:

The Club shall be known as Tregony Pétanque Club (TPC).

## 2. LOCATION:

The TPC shall be located at Tregony Sports and Social Club (TS&SC).

## 3. OBJECTIVES:

- 3.1 The aim of TPC shall be to foster and encourage the playing of the sport of Pétanque.
- 3.2 The TPC shall be affiliated to the English Pétanque Association (EPA) if it has the requisite minimum membership of six paid-up EPA members.

## 4. MEMBERSHIP:

- 4.1 Members of the TPC are required to be members of TS&SC, and shall be subject to the Constitution and Rules of both the TPC and TS&SC. In the event of conflict between the TPC and TS&SC constitutions, rules and bye-laws, a committee of arbitration will be established, consisting of 3 members from each committee and a chairperson (TBC).
- 4.2 Membership shall not be denied to any person on the grounds of gender, sexual orientation, race, religion, colour, politics or disability.

## 5. GENERAL COMMITTEE:

- 5.1 The Executive of the TPC shall be the Club Chairperson, Honorary Secretary and Honorary Treasurer.
- 5.2 The TPC General Committee shall be made up of the Executive plus six other members. The Committee will have the power to increase the number of committee members by co-opting additional members, if the need arises. The Committee may also invite a person to regularly attend meetings in an advisory non-voting role.
- 5.3 Members of the Executive and ordinary Committee members may serve a one-year term of office and then must seek re-election at the TPC Annual General Meeting.

## 6. COMMITTEE MEETINGS:

- 6.1 All members of the General Committee shall have one vote each at committee meetings, except the Chairperson who may guide the

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General Committee in all matters but can only have a casting vote when necessary.

- 6.2 A quorum for all General Committee meetings shall be five voting members to include two executive members. In the absence of both the Chairperson and Vice-chairperson, one of the attending executives will act as Chairperson who will then be restricted to the casting vote only.
- 6.3 Minutes and records of attendance at all meetings shall be kept by the Honorary Secretary, Minutes secretary or any available committee member, and must be signed off by the Chairperson prior to the next meeting. Minutes must be available to view, on request, by all fully paid up TPC members.
- 6.4 All members of the committee will be given at least fourteen days notice of a committee meeting.
- 6.5 The frequency of Committee meetings will be decided by the Committee.

### **7. ANNUAL GENERAL MEETINGS:**

- 7.1 The Annual General Meeting (AGM) will be held no sooner than the end of February each year. The exact date to be decided each year by the sitting Committee.
- 7.2 Four weeks' notice of a forthcoming AGM must be given to all fully paid-up members of the TPC and will include a standard format agenda for an AGM.
- 7.3 Items to be added to the agenda under 'Any other business' (AOB) must be given to the Honorary Secretary not later than two weeks prior to the date of the AGM. The item must include a proposer and a seconder.
- 7.4 Voting at the AGM will be by a show of hands. Only fully paid-up members will have the right to one vote on each item on the agenda, which will be carried by a simple majority.
- 7.5 Extraordinary General Meetings (EGM) can be called at any time by the TPC's General Committee or by one-third of the fully paid-up members of the TPC. The EGM will be called for one specific item only, which must be presented to the Committee. The item must have a proposer and a seconder. The Committee will then take two weeks to consider the reason for the requested EGM, and then give the TPC members at least two weeks' notice of the EGM, including the item on the agenda.

### **8. FINANCE:**

- 8.1 A record of all incoming monies and expenditures shall be maintained by the Honorary Treasurer, who will produce a record of the TPC's accounts for the AGM. These accounts will have been checked by a competent, independent person.

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- 8.2 The TPC's financial year shall run from 1 January to 31 December.
- 8.3 The TPC's annual subscription shall be decided in the first instance at the EGM called to approve this Constitution, after which, at subsequent AGMs. (This clause to be amended by removal of the reference to the EGM after approval).
- 8.4 All reasonable expenses incurred by a member on official TPC business approved by the General Committee, shall be reimbursed from TPC funds.
- 8.5 Membership will run from 1<sup>st</sup> January to 31<sup>st</sup> December each year. Membership renewal date will be 1<sup>st</sup> January when renewal fees become due. Membership will lapse if fees are not paid within four weeks of the renewal date.
- 8.6 All monies raised by, or on behalf of the TPC shall be used for the sole purpose of the TPC.

### **9.0 DISCIPLINE AND APPEALS:**

- 9.1 The General Committee will have the power to take action deemed appropriate against any member guilty of conduct that is detrimental to the welfare of the TPC, as determined by the rules and byelaws of the TPC. That 'action' can include suspension or termination of TPC membership.
- 9.2 There will be the right of written appeal to the General Committee, or an Appeal Committee set up to act on behalf of the TPC, against any disciplinary action taken by the TPC Committee. Any such appeal must be submitted to the Honorary Secretary within 14 days of any such action.
- 9.3 The appeal will be considered within two weeks of submission to the Honorary Secretary. A decision will be made, and the Appellant will be notified within three weeks of submission date.

### **10.0 SAFEGUARDING:**

- 10.1 TPC has a duty of care to its members but does not hold any statutory authority. Therefore, every member is responsible for their own welfare and must report matters of concern to the General Committee or relevant safeguarding authorities.

### **11.0 DISSOLUTION:**

- 11.1 The TPC may be dissolved at any time by the consent of two-thirds of the fully paid-up members of the TPC. All remaining funds and assets shall be donated to TS&SC.