



TRAFFORD PETANQUE CONSTITUTION

Date: 1st January, 2017

1. Name

The name of the group shall be **Trafford Pétanque**

2. Aims

The aims of **Trafford Pétanque** will be:

- To raise the awareness of Pétanque within the area of Trafford
- To build on the existing image of Pétanque in a modern and contemporary way
- To promote Petanque as an inclusive and accessible sport for the Trafford community
- To encourage players to play Pétanque as a competitive sport
- To establish regular playing fixtures and develop local competitions in Trafford
- To nurture and facilitate the development of players for the overall benefit to themselves and of the sport
- To develop players from Trafford Pétanque that will compete at a national level

3. Membership

Junior Membership is open to anyone who:

- is aged under 18 years old on the 31st of December of the current year; and
- lives in Trafford or the surrounding area; and
- supports the aims of Trafford Pétanque

Adult Membership is open to anyone who:

- is aged between 18 and 59 on the 31st of December of the current year; and
- lives in Trafford or the surrounding area; and
- supports the aims of Trafford Pétanque

Senior Membership is open to anyone who:

- is aged over 60 years old on the 1st of January of the current year; and
- lives in Trafford or the surrounding area; and
- supports the aims of Trafford Pétanque

There will be an annual membership fee. The amount will be agreed by The Committee at the AGM. The membership period is from 1st January to 31st December. Membership begins on receipt of payment. The annual Membership Fee will be payable by all members who are aged 18 or over. A list of all members will be kept by the membership secretary.

Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist, homophobic, or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be

heard by the management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Trafford Pétanque will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year. The Committee will consist of 6 members, and be composed of 3 officers and 3 committee members. Up to 3 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers and who shall be responsible for keeping records of members
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for two months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of Trafford Pétanque wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 6 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Trafford Pétanque over the year.
- The Committee will present the accounts of Trafford Pétanque for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least three other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 6 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 6 members, whichever is the greater number.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Two cheque signatories will be nominated by the Committee . Any two of these must sign every cheque. Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each AGM.

All money raised by or on behalf of Trafford Pétaque is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a 60% majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation is to be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of Trafford Pétanque on:-

Date: 01/01/2017

Last amended: 15/01/2017

Name and position in club: Chris Kitson : Treasurer

Name and position in club : Aly Sebastien : Secretary