



# **TRAFFORD PETANQUE CONSTITUTION**

Date: 12 December, 2019

# 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

Membership of the club shall be open to anyone interested in the sport of Pétanque. The club may have different classes of membership on a non-discriminatory and fair basis.

Junior Membership is open to anyone who:

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

Adult Membership is open to anyone who:

- is aged between 18 and over on the 31st of December of the current year; 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 upon 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.

New year renewals for existing members should be made by no later than the 31st January of the renewal year. Failure to do so will result in membership benefits being suspended until renewal is made for that year.

## **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.

The committee is empowered to suspend or expel from the club any member whose conduct is, in the opinion of the committee, injurious to the interests of the club, its members or its objectives. Before reaching a decision to suspend or expel a member, the committee shall give the member an opportunity to explain their conduct in writing or in person, when they may be accompanied by a fellow member.

## **4. Equal Opportunities**

Trafford Pétanque and/or its members will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexual orientation, disability, religious or political belief, marital status, age or medical condition.

## **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. The Committee will consist of a minimum of 6 members, and be comprised of 3 officers and up to 3 committee members with optional roles of responsibility. Should the need arise, an additional 3 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.
- Treasurer who shall be responsible for maintaining accounts

Committee Roles of Responsibility:

- Terrain Manager, who shall be responsible for general condition of the playing area, its safety and the organisation of cleaning and maintenance duties.
- Playing Manager, who shall be responsible for the organisation of internal and external competitions and coaching sessions.
- Membership Secretary, who shall be responsible for keeping records of members.

Should any Role of Responsibility not be filled by a non-officer committee member, then these responsibilities will be taken on by an officer.

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 may be held throughout the year, where 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.

In times where a face to face meeting is deemed not necessary, we may use digital means as an alternative to a physical general meeting in order to resolve any points of discussion.

## **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 at 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 Pétaque on:-

Date: 01/01/2017

Last amended: 12/12/2019

Name and position in club: Neil Hession, Chairman

Name and position in club: Aly Sebastien, Secretary