



CLUB CONSTITUTION

When forming a Pétanque Club it is advisable not to enforce unnecessary rules and regulations upon members but 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 this 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 so 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.

CONSTITUTION OF THE PETANQUE CLUB

1. NAME

The Club shall be known as “..... Pétanque Club”

2. HEADQUARTERS

The Club’s Headquarters shall be at [*insert address*]

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 a member of Pétanque England.

4. MEMBERSHIP

- 4.1 Members shall be appointed by the Management Committee and membership shall be open to anyone upon payment of the appropriate membership fee.
- 4.2 The Management Committee have the right to refuse or to terminate Membership. Anyone so excluded has the right to submit an appeal to the members in general meeting within 14 days of receiving the notice of refusal or exclusion.
- 4.3 Membership shall not be denied to any person on the grounds of sex, race, religion, colour, politics or religion

5. MANAGEMENT COMMITTEE

- 5.1 The club shall be managed by a Management Committee of no more than [*insert no.*] persons.
- 5.2 The Management Committee shall comprise the Chairman, Honorary Secretary, Honorary Treasurer and up to [*insert no.*] persons elected by the members at the Annual General Meeting.
- 5.3 The Management Committee shall have the power to co-opt members provided the maximum number of committee members permitted by clause 5.1 is not exceeded.
- 5.4 Management Committee members shall shall have one vote each at committee meetings, then, should it be necessary, the Chairman shall have a second or casting vote.
- 5.5 A quorum for all Management Committee meetings shall be three voting members.
- 5.6 Minutes and records of attendance at all meetings shall be kept by the Honorary Secretary.

6. GENERAL MEETINGS

- 6.1 The Annual General Meeting of the Club shall be held during the month of [*insert month*] or when decided by the Management Committee.
- 6.2 Three weeks' notice of a forthcoming Annual General Meeting must be given to all fully paid up members of the Club.
- 6.3 Items for the agenda of the Annual General Meeting must be given to the Secretary two weeks prior to the date of the Annual General Meeting.
- 6.4 At General Meetings each member has one vote. Only fully paid up members have the right to vote.
- 6.5 Extraordinary General Meetings can be called at any time by the Club's Management Committee or by one third of the remaining fully paid up members of the Club.

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 [*insert dates*]
- 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 or bank transfer must be signed or authorised 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 Management Committee, shall be reimbursed from Club funds.
- 7.6 Membership will lapse if fees have not been paid by the beginning of the club's financial year.

8. 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 Region of Pétanque England.