

RULES AND CONSTITUTION OF GREAT WESTERN REGION

of

PÉTANQUE ENGLAND

GWR is a region of PÉTANQUE ENGLAND, a Private Limited Company by guarantee without share capital use of 'Limited' exemption Company Number 11193160, and GWR is therefore both bound by and shall abide by the Objects of PE, together with its Rules and any amendments or additions thereto from time to time made by the directors of PE. GWR has a need for an additional set of rules applicable solely to its own region, its procedures, and its Management Committee and hereby makes such rules as follows:

A. MANAGEMENT COMMITTEE AND OFFICERS

The management of the affairs of GWR shall be vested in a Management Committee comprising the GWR officers and such elected or co-opted committee members as the GWR officers shall from time to time determine to be appropriate in number provided that co-opted members shall not in number at any time exceed one half of the current number of elected committee members or officers.

1 Elected Officers

The GWR elected officers shall be Chairman, Secretary, Treasurer and such other officers as are resolved to be necessary by GWR members in General Meeting. Elected officers shall be elected by members of GWR at an Annual General Meeting (referred to herein as AGM) for a period of two years. Nominations for elected officers must be made by at least 2 members. Any vacancy in the position of an elected officer may be filled by a resolution of the management committee.

The Chairman, Secretary and Treasurer of GWR shall have the following duties and responsibilities:-

- (i) The Chairman shall be the serving President of PE's GWR
- (ii) The Chairman shall preside, when present, at all meetings of the Management Committee and of any General Meetings of GWR;
- (iii) In the event of the Chairman being absent from any Committee or General Meeting, the remaining committee members shall elect a chairman for the purpose of presiding over that meeting
- (iv) The Secretary shall be responsible for convening meetings of the Management Committee and for maintaining accurate minutes of the business transacted at such meetings
- (v) The Treasurer shall be responsible for maintaining GWR's accounting records, preparing both its regular financial reports and the annual accounts, and such accounting records shall be available for inspection by GWR members at any reasonable time.

2 Management Committee Members

Management Committee members shall be elected at the Annual General Meeting. Nominations for Committee members must be made by at least two GWR members in a form from time to time prescribed by and supplied by the GWR Secretary.

3 **Nomination of Officers and Management Committee Members**

Nominations for the positions of officers or committee members must be in writing and received by the Secretary 10 days prior to the AGM and the nominated members must consent in writing to be nominated and to serve if elected. If there are no more nominations than vacancies for a particular office the chairman of the AGM will declare that person elected. If more than one member is nominated for any office a ballot of all members at the AGM will be conducted. If there are no or insufficient nominations for a particular office the chairman of the AGM may accept nominations from the floor.

4 **General Objects, Powers & Duties**

The management committee shall act to further the objects of PE in such manner as it deems to be expedient and desirable subject to any general or specific policies or procedures laid down by GWR in general meeting. The objects, powers and duties of the management committee shall include the following:-

- (i) To promote and develop the game of Pétanque within the Region, including but not limited to schools, other educational establishments, and community projects, and to do all things it considers necessary or expedient to allow it to carry out this object
- (ii) To annually set a sum by way of precept which each PE GWR regional member shall pay to it
- (iii) To organise and run competitions within the Region
- (iv) To hear and deal with any disciplinary matters arising from a complaint by an umpire or PE affiliated club or GWR member in respect of alleged unacceptable conduct of any individual or club, or to refer such matters to PE
- (v) To organise and fund coaching, especially in respect of juniors
- (vi) To establish and maintain qualified umpires
- (vii) To nominate candidates for the PE Management Committee
- (viii) To attend, where possible, all committee meetings and, in the event of a committee member being unable to attend more than two consecutive committee meetings to offer up in writing to the Management Committee his / her resignation from the said committee at or before the next scheduled committee meeting. Non-compliance with the terms set out in this Clause 4 (viii) will lead to the automatic removal from the committee of that member. Such removal will not preclude the said member from standing for election at a subsequent Annual General Meeting
- (ix) To co-opt for a specific purpose or for a period not exceeding the remainder of the unexpired period until the following AGM a person or persons, from the members to serve on the Management Committee. Co-opted members shall be entitled to vote at Management Committee meetings
- (x) To appoint, in furtherance of the development of pétanque in the Great Western Region, a Discipline Officer, Youth Development Officer, Safeguarding Officer, Coaching Coordinator, Competition Manager and/or any other positions of responsibility as it may from time to time see fit. It is not a condition precedent that any or all of such appointees under this sub section be members of the Management Committee, but the holding of such appointed role shall not be a bar to the holder(s) election to the said Management Committee. All such appointments under this sub section shall be reviewed annually by the Management Committee or sooner as it deems necessary

- (xi) To do all or any other things in furtherance of the objects of PE which the Management Committee deems to be expedient or necessary
- (xii) A quorum for all Management Committee meetings shall be three voting members.

B MEMBERS

As defined, members shall be those PE members who pay an annual sum, if any, additional to the PE annual membership charge, from time to time determined by GWR, to join the GWR as its paid up members, and those clubs which are currently affiliated to PE as paid up clubs

Juniors shall refer to those junior players within the age categories established by PE.

C. MEETINGS OF MEMBERS

(i) Annual General Meeting

There shall be an Annual General Meeting of Members between Jan 15th and March 31st of each year for the preceding fiscal year. The AGM will be convened by the management Committee for the purpose of receiving the Annual Accounts, and Officers Reports and for the Election of Officers and Committee members the determination of fees, subscriptions or charges and the consideration of motions, proposals and any other business properly brought before it

Notification of the AGM shall be forwarded to all members at least 28 days prior to the meeting. Any proposed motions for consideration at the AGM must be submitted to the secretary 10 days prior to the proposed date of the AGM and an agenda, with or without any additional papers, issued to all members at least 7 days before the meeting.

- (ii) Any member is entitled to appoint another person as his/her proxy to exercise all or any of the following: his/her right to attend the Annual General Meeting, and to vote and speak on his/her behalf as he/she thinks fit (a general proxy) or appoint a proxy with instructions to vote for or against specific resolutions (a special proxy).

In order to exercise a member's right to vote at a Meeting, completed and signed proxy forms, supplied by the Secretary, must be submitted (electronically or by post) to arrive at the Secretary's published physical or email address, at least forty-eight hours before the scheduled opening time and date of the Annual General Meeting.

(iii) Extraordinary General Meeting

Extraordinary General Meetings may be called by the Management Committee or at the request of not less than two of any of the PE regional affiliated clubs, signed by an officer of each of those clubs and giving 21 days' notice therefor and the same rules shall apply to both Annual General Meetings and Extraordinary General Meetings including but not limited to the provisions of Clause C (ii).

The Chairman of Meetings of Members shall be the GWR President; in his/her absence the meeting may elect another officer to act as chairman. The resolution of a simple majority present in person or, in absentia,

by proxy and voting at such a meeting shall be binding. In the event of a tie of votes the chairman shall have a second or casting vote. A quorum shall consist of not less than 10 members.

DEFINITIONS

The Region referred to is Great Western Region

Great Western Region is referred to as GWR

Pétanque England Limited is referred to as PE

Annual General Meeting is referred to as AGM

Members are defined as those PE members who pay an annual sum (if any) additional to the PE annual membership charge, from time to time determined by GWR, to join GWR as its paid up members

Juniors refers to those junior players within the age categories established by PE

Management committee refers to that body of GWR members from time to time elected for the purpose of determining policy and managing the affairs of GWR.

March 2024