

# **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 the GWR Secretary.

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

Nominations for the positions of officers or committee members must be in writing on a prescribed GWR form and received by the Secretary at least 14 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 amongst 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 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 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 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 in each period of twelve calendar months convened by the management committee for the purpose of receiving annual reports, annual accounts, the election of officers and management committee members, the determination of fees subscriptions or charges, the consideration of motions 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 14 days prior to the proposed date of the AGM and an agenda issued to all members at least 7 days before the meeting.

### (ii) 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.

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

Any members may appoint another member to act as his proxy, upon submission of a duly completed and signed appropriate Proxy Form supplied by the Secretary, in order to exercise the principal's (that is, the individual member) right to vote at a Meeting in respect only in the matter of electing officers and / or Management Committee members and for no other purpose. Valid proxy forms must be submitted to the Secretary before the commencement of the meeting's business.

## DEFINITIONS

1. Great Western Region is referred to as GWR
2. Pétanque England Limited is referred to as PE
3. Members are defined as those PE members who pay an annual sum additional to the PE annual membership charge, from time to time determined by GWR, to join GWR as its paid up members
4. Juniors refers to those junior players within the age categories established by PE
5. 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.

Rev.3 Jan 2019