

Huddersfield Petanque Club Constitution

1. Name

The club shall be called Huddersfield Petanque Club

2. Affiliation

The club shall be affiliated to Northern Petanque region of the EPA.

3. Aims and Objectives

The club will promote the game of Petanque to its members and the wider community and offer coaching, competitive and social opportunities to members.

4. Equality Statement

The club is fully committed to the principles of the equality of opportunity. No person will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.

5. Review of the Constitution

5.1 This Constitution should be reviewed a minimum of once every two years.

5.2 Any amendments to Constitution can only be agreed at the Club's AGM.

5.3 All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.

6. Membership

6.1 The club shall consist of the Officers and the members. The Officers shall form a Management Committee of at least three members.

6.2 In accepting membership, a person agrees to abide by the Constitution of the Club and the decisions of the Club Management Committee.

6.3 The Management Committee shall be responsible for considering whether applications for membership should be accepted.

6.4 Members shall be over 16. Children of members over 11 may become members but the parent or a responsible adult related to the child must be present whenever the junior is at the club and are responsible for the junior member.

7. Membership Fees

7.1 Membership fees shall be set at the Annual General Meeting.

7.2 Annual membership fees shall be due at the AGM.

8. Management Committee

8.1 The Management Committee will consist of the following nominated Officers: Chair, Secretary, Treasurer plus other officers as agreed by the AGM.

8.2 Officers shall be elected at the Annual General Meeting and hold their posts for a calendar year, but may seek re-election at the following year's AGM. The nominated officers shall be elected from officers immediately after the AGM.

8.3 The Management Committee shall meet at least 3 times a year and the Secretary will convene all meetings.

8.4 The quorum necessary for Management Committee meetings shall be 3.

8.5 The Management Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club's affairs.

8.6 Management Committee may co-opt other officers in between AGMs.

9. Finance

9.1 The Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the club detailing all income received and expenditure made.

9.2 The financial year of the club starts on 1st April.

9.3 The funds of the club shall be lodged at a bank or building society in an account in the name of the club. All cheques, drafts, etc. drawn on this account shall be signed by two of the following officers, Chair, Secretary or Treasurer.

9.4 Two nominated officers should sign (and this be recorded) prior to Treasurer conducting any transaction or making any payment.

10. Annual General Meeting and other meetings

10.1 The Annual General Meeting of the club shall be held in April of each year. At this meeting the nominated officers will present their reports and the audited statement of accounts shall be presented and approved by the AGM.

10.2 The Secretary shall give no less than 14 days notice of the AGM to all members.

10.3 All elections of Officers shall be at the AGM. The Secretary should receive all nominations not less than seven days prior to the AGM in writing. Nominations shall require two supporting signatures from members of the club eligible to vote. No nominations can be accepted from the floor of the meeting.

- 10.4 The dates of the AGM and the Management Committee meetings shall be determined at the previous meeting. In addition, the Chair may call a meeting when he or she considers it necessary or desirable, or upon the written request of at least three members of the Management Committee.
- 10.5 The quorum for general meetings shall be 10 members who are eligible to vote.
- 10.6 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by 10 members if a serious matter needs discussion and decision. The Management Committee shall have discretion to call an EGM by decision of a simple majority of its members.
- 10.7 The Chair will conduct all meetings with another Management Committee member taking over in case of absence.
- 10.8 Any member can submit a motion or proposal for debate. It needs a proposer and a seconder. It needs to be submitted a week before the meeting so it can be put on the agenda. Anyone can speak for or against the proposal. When discussion has finished a vote will be taken which is binding on the club.

11. Voting Procedures for all meetings

- 11.1 All members entitled to vote at meetings shall have equal voting rights.
- 11.2 A motion shall be carried by a simple majority of those present and voting.
- 11.3 In the event of equal votes being cast, the Chair shall have an additional casting vote.

12. Discipline and Appeals

The Management Committee shall have the authority to take appropriate disciplinary action against any member or employee of the club and the discretion to terminate membership if any person is found guilty of conduct deemed detrimental to the club.

13. Dissolution procedures

- 13.1 In the event of the club ceasing to exist and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of the Friends of Greenhead Park. No member shall obtain any asset from the club.
- 13.2 The club may be wound up upon a motion proposed and seconded by club members and passed by a two-thirds majority at a special general meeting convened for that purpose following a written request signed by a majority of the members of the club.

14. Declarations

The Club adopted this constitution at the AGM on 8th April 2018.

Under 5.1 this constitution was reviewed by the Management Committee on March 22nd 2017. No changes needed. The next review date is before April 2019.