



DEVON PETANQUE REGION
CONSTITUTION & RULES

1. Name and Scope

- 1.1. The Region shall be called the Devon Pétanque Region. The scope of the Region shall be the County of Devon and areas of Somerset and Dorset not covered by other regions within Pétanque England.

2. Objectives

- 2.1. The Objectives of the Region are to promote the game of pétanque by all means at its disposal including:
 - 2.1.1. by setting up or encouraging the formation of pétanque leagues.
 - 2.1.2. by encouraging and supporting the formation of affiliated clubs.
 - 2.1.3. by organising competitions.
 - 2.1.4. by the creation of centres of excellence with facilities for players to practise and to receive coaching.

3. Registered Office

- 3.1. The official address of the Region shall be the address of the Secretary of the Region or such other address as the Regional Committee shall from time to time decide.

4. Definitions

- 4.1. **PE:** Pétanque England, being the governing body for the sport of pétanque in England
- 4.2. **Devon Pétanque Region:** hereinafter referred to as Devon Pétanque or the Region.
- 4.3. **Regional Committee:** the management organisation of the Region.
- 4.4. **Club Committee:** the management organisation of a PE Registered Club.
- 4.5. **Leagues:** leagues shall be such pétanque leagues as are administered by the Region.

5. Structure

- 5.1. **Member:** shall be all individual members who have been accepted as PE members residing within the Region as defined in article 7, Membership.
- 5.2. **Registered Club:** shall be such pétanque clubs as are admitted to PE.
- 5.3. **Regional Committee:** the Region shall be managed by a Regional Committee consisting of the following Elected Officers: President, Vice President, Secretary, Treasurer, Membership Secretary, Regional Umpire, Regional Coach, League Secretary, Media Officer and a Safeguarding Officer, all of whom shall have equal voting rights.
 - 5.3.1. The Regional Committee may appoint, or co-opt, other officers as deemed necessary for the good governance of the Region
- 5.4. **Annual General Meeting:** there shall be an Annual General Meeting of members in each period of twelve calendar months convened by the Regional Secretary.
- 5.5. **Extraordinary General Meetings:** may be called upon direction of the Regional Committee or upon a requisition of not less than a majority of Registered Clubs signed by the President or Secretary of each of those Clubs.

6. Authority

- 6.1. The Region shall have the power to run its own affairs including setting a regional precept, determining its boundaries and name, holding funds and assets separately from PE, organising pétanque competitions and leagues, and publishing a playing calendar.
- 6.2. **Quorum:** the quorum for an Annual General Meeting shall be 4 elected officers and 6 individual members of the Region.

- 6.2.1. No Extraordinary General Meeting shall proceed to business unless a representative of not less than two thirds of the registered clubs requisitioning the meeting are present within half an hour of the notified time of start.
- 6.2.2. The Regional Committee shall determine the quorum for sub-committees.

7. Membership

- 7.1. The following individual membership categories of PE will be recognised by the Region.
 - 7.1.1. Adult Members, players aged 18 or over in the current membership year.
 - 7.1.2. Juniors, players aged under 18 in the current membership year.
 - 7.1.3. Honorary Life Members of PE.

8. Elections

- 8.1. **Nomination** for election: must be submitted in writing on the prescribed form, as issued by the Regional Secretary, and received by the Regional Secretary at least 28 days prior to the AGM. Members nominated must consent in writing to being nominated and to serve if elected.
- 8.2. **Officers:** nominees to be an Elected Officer must have been a member of PE and the Region for not less than 2 years, President for 4 years, at the closing date for nomination, and must be nominated by at least 3 members.
- 8.3. **Election:** if there are no more nominations than vacancies for a particular office then the Presiding Officer at the AGM shall declare that member to be elected.
 - 8.3.1. if more than one member be nominated for a particular office a ballot of all members at the AGM will be conducted.
- 8.4. **Tenures:** the tenure of an elected officer shall be 2 years. The election of President and Secretary should occur in alternate years wherever possible.

9. Powers and Duties

- 9.1. **The Regional Committee:** shall have the following powers and duties;
 - 9.1.1. to promote and develop the game of pétanque within the Region.
 - 9.1.2. to set rules, organise and run Regional Competitions.
 - 9.1.3. to encourage the establishment of PE qualified coaches within the Region.
 - 9.1.4. to encourage the establishment of PE qualified umpires within the Region.
 - 9.1.5. to establish as and when required disciplinary tribunals to hear and determine appeals in accordance with article 12, Discipline.
 - 9.1.6. to appoint sub-committees for specified purposes and duration.
 - 9.1.7. to co-opt additional members as and when deemed necessary or desirable.
 - 9.1.8. to propose changes to the Constitution and Rules for the decision of the members in a General Meeting of the Region.
 - 9.1.9. to propose rates of the Regional Precept for the decision of the members in a Region General Meeting.
 - 9.1.10. to hold and operate assets and the funds of the Region.
 - 9.1.11. to nominate candidates for posts within PE, when entitled.
- 9.2. **Regional President:** shall preside, when present, at meetings of the Regional Committee and at General Meetings of the Region.
- 9.3. **Regional Vice President:** shall support and assist the President and shall chair any Regional meetings when the President is absent or unavailable.
- 9.4. **Regional Secretary:** shall convene, attend and maintain accurate minutes of all meetings of the Region. The Regional Secretary shall be responsible for the distribution of all documents by electronic communication or mail.

- 9.5. **Regional Treasurer:** shall maintain the Region's finances, prepare and present audited accounts to each Annual General Meeting of the Region.
- 9.6. **Regional Membership Secretary:** shall maintain an up to date record of the Region's members and clubs.
- 9.7. **Regional Coach:** shall be a qualified PE coach, providing coaching to all members and registered clubs within the Region. Assisting PE in the recruitment and development of new coaches the Regional Coach shall actively co-ordinate with the Region's members and clubs in the recruitment and development of young players.
- 9.8. **Regional Umpire:** shall be a qualified PE umpire, who will ensure a suitably qualified umpire is appointed for Regional events. They shall be required to adjudicate on any questions concerning the official rules of the game and assist PE in the recruitment and training of suitable applicants to attain and maintain a PE umpiring qualification.
- 9.9. **Media Officer:** shall endeavour to raise the profile of pétanque in the Region through regular communication with all media outlets in the area. They shall also actively seek sponsorship for any of the Region's activities.
- 9.10. **Safeguarding Officer:** shall provide advice and guidance to the Region, ensuring a duty of care is provided for its junior and vulnerable adult members, safeguarding their well-being and protecting them from abuse whilst accessing the Region's activities.
- 9.11. **League Secretary:** shall administer all leagues in accordance with the league rules set by the Regional Committee.

10. Finance

- 10.1. **Fees:** The Regional Precept shall be at a rate determined from time to time by the Annual General Meeting of the Region.
- 10.2. **Accounts:** Proper books of account shall be maintained by the Treasurer, audited prior to the AGM and shall be made available for inspection by members at a reasonable time and place as decided by the Treasurer.
- 10.3. **Expenses:** Reasonable expenses will be reimbursed for costs duly authorised by two members of the Regional Committee and incurred wholly and exclusively on behalf of the Region.
- 10.4. **Bank Accounts:** The Region shall maintain a cheque account with a bank from time to time selected by the Regional Committee. Signatories to the account will be the President, Secretary and Treasurer. This account shall operate under the joint signatures of any two of the signatories
- 10.5. **Grants:** The Region may not make grants or donations to any person or organisation other than specifically for the achievement of the Objectives as defined in this Constitution.
- 10.6. **Borrowing:** The Region may not borrow advances of money without the membership agreeing to a proposal set at a General Meeting.

11. Privileges

- 11.1. Individual PE members, PE Affiliated Leagues and Registered Clubs shall be covered for General Liability insurance under the policy held by PE and shall be entitled to:
 - 11.1.1. **Individual Members**
 - 11.1.1.1. attend and vote at General meetings of the Region.
 - 11.1.1.2. compete in Regional and National competitions.
 - 11.1.1.3. submit proposals at general meetings of the region.
 - 11.1.1.4. receive copies of all Regional notices by electronic communication or mail.

11.1.2. Registered clubs

11.1.2.1. receive copies of all Regional notices

11.1.2.2. receive notice of General Meetings and submit proposals to the Annual General Meeting.

11.1.2.3. enter teams in relevant competitions and leagues sponsored or supported by the Region.

11.1.2.4. participate in the requisition for an Extraordinary General Meeting.

12. Discipline

12.1. Conduct: each member of the Region is responsible and accountable for their own conduct in connection with the sport of pétanque. They must conduct themselves at all times in accordance with the highest standards of discipline and sporting behaviour.

12.1.1. Any conduct that falls below these standards and that harms or undermines the sport of pétanque in any way may constitute a Disciplinary Offence under this code.

12.1.2. Any complaint that may fall under this article must be notified to the Regional Secretary without delay and then investigated in accordance with the Region's Disciplinary Procedures. The Regional Committee may refer a complaint to PE for investigation or resolution.

12.2. Sanctions: sanctions available to the Region are;

a. Warning

b. Confiscation of competition prizes

c. Removal of competition results

d. Suspension from participating in Regional events

e. Ban from participating or attending Regional events

13. Dissolution

13.1. The Region may be dissolved at any time by consent of a majority of members voting in a ballot.

13.2. In that event a majority of two thirds of the members voting in a ballot may resolve to transfer the funds and assets of the association to the remaining clubs of the Region on a pro rata allocation of PE members per club or to a registered charity or organisation approved by a majority of members present at the meeting.

14. Alterations to Constitution

14.1. Method: the Constitution of the Region may be rescinded or altered by a vote of two-thirds of the Members present at a General Meeting or at an Extraordinary General Meeting called for that purpose.

14.2. Proposals: to amend the Constitution may be submitted by the Regional Committee, or Registered Clubs.

14.3. Time Limit: no proposal to amend the Constitution which has been defeated, nor any of like effect, shall again be proposed until a period of two calendar years has elapsed.

15. Administrative Rules

15.1. Annual General Meeting (AGM)

15.1.1. Date and Place: the Annual General Meeting shall be held in the month of November or such other month and at such place as the Regional Committee may from time to time determine. This meeting is for the purpose of presenting an Annual Report, Annual Accounts, Election and Appointment of Officers, determination of Fees and Subscriptions, considering proposals, and appointing Auditor(s).

15.1.2. Preliminary Notice: at least 49 days before each AGM, the Regional Secretary shall notify all individual members and Clubs in writing either by electronic communication or mail, with the date, time and place of the meeting. Those entitled and wishing to put proposals or nominations to the Meeting shall submit their proposals or nominations to the Regional Secretary at least 28 days prior to the meeting.

15.1.3. Notice: at least 14 days prior to the meeting the Regional Secretary shall notify in writing, either by electronic communication or mail, all individual members and clubs, formal notice of the meeting, the agenda of the business to be transacted and details of any proposals submitted and nominations received in accordance with this Constitution.

15.1.4. Agenda: the agenda shall be;

- 1) to confirm the date of Notice of Meeting.
- 2) to receive apologies for absence.
- 3) to approve the minutes of the previous Annual and any subsequent General Meeting.
- 4) to receive the Regional President's Report.
- 5) to receive and, if so resolved, adopt the Region's accounts, the Auditor's and Regional Treasurer's reports.
- 6) to determine the rates of the Regional Precept.
- 7) to consider and, if so resolved, approve proposals submitted in accordance with the Constitution.
 - a) to amend the Constitution
 - b) proposed by the Regional Committee
 - c) proposed by Individual members and Registered Clubs
- 8) to elect the Region's Officers.
- 9) to appoint an auditor or auditors.
- 10) to consider such other business as the Presiding Officer may admit. No vote to be taken.
- 11) to formally close the meeting.

Note: The Regional Committee shall decide the order in which proposals will be considered and may consolidate proposals.

15.2. Extraordinary General Meeting (EGM)

15.2.1. Convening: an Extraordinary General Meeting may be convened by the Regional Secretary by direction of the Regional Committee or upon written requisitions signed by not less than a majority of the Region's Registered Clubs.

15.2.2. Location: the meeting shall be held at such place as the Regional Committee shall decide.

15.2.3. Notice: the notice convening an Extraordinary General Meeting shall be sent to every individual member not less than 28 days before the date of the meeting, stating the date, time and place thereof and the purpose for which it is convened.

15.2.4. Business: an Extraordinary General Meeting shall not be competent to transact any business other than that specified in the notice convening it.

15.2.5. Failure to Convene: should the Regional Secretary not convene an Extraordinary General Meeting within 36 days of receiving a duly signed requisition, the requisitioners may convene the meeting and shall have a claim upon the Region for all expenses reasonably incurred in convening it.



DEVON PETANQUE REGION CONSTITUTION & RULES

Declaration:

Devon Pétanque hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date: 18 November 2018

Name: Gerald BARTON
President

Signed:

Date: 18 November 2018

Name: Alasdair PATERSON
Secretary

History:

Adopted in 1995, recent modification:

AGM held on the 03/12/2013 at the Merriemeade PH, Sampford Peverell EX16 7BJ

AGM held on the 24/11/2015 at the Merriemeade PH, Sampford Peverell EX16 7BJ

version 1.4 - AGM held on the 18/11/2018 at the Honiton PC, Honiton EX14 1BG