



# WELSH PÉTANQUE ASSOCIATION CONSTITUTION & RULES

## 1. Name

The Association shall be called the Welsh Pétanque Association (WPA), hereinafter called the Association.

## 2. Objects

The Objects of the Association are to promote the game of Pétanque (hereafter called “the sport”) by all means at its disposal including by promoting public awareness of the sport in Wales,

- 2.1. by organising competitions and events, including participation in competitions and events organized by or on behalf of other recognized bodies of the sport in other countries and by organizing the same for or on behalf of such other bodies in Wales, including the formation, preparation and support of Senior and Junior teams to represent Wales in suitable competitions and events.
- 2.2. by instruction in the sport,
- 2.3. by promoting international links and affiliating to the Federation Internationale de Pétanque et Jeu Provençal. (F.I.P.J.P.),
- 2.4. by seeking recognition for the Association from the relevant sports or governmental bodies as the national governing body of the sport in Wales,
- 2.5. by creating a disciplinary code, and establishing principles and policies for the development of the sport and for the safety and well being of its members and for the carrying into effect of its objects.

## 3. Registered Office

The registered office of the Association shall be at such address as the Executive Committee of the Association shall from time to time decide.

## 4. Definitions

### 4.1. WPA

The Association is recognised by the Fédération Internationale de Pétanque et Jeu Provençal (FIPJP), as the sport's governing body in Wales.

### 4.2. Members

Members shall be persons who have paid the annual fee appropriate to their category as defined in Clause 6.2. Membership shall not be denied to any person on the grounds of gender, race, ethnicity, faith, politics, sexuality or disability.

### 4.3. EC

Executive Committee, the managing body of the Association

### 4.4. RMC

Regional Management Committee, the managing body of a Regional Association.

### 4.5. Affiliated Leagues

Affiliated Leagues shall be such Pétanque Leagues as are admitted to the Association in the manner described in the Constitution and Rules.

### 4.6. Registered Clubs

Registered Clubs shall be such Pétanque Clubs as are admitted to the Association in the manner described in the Constitution and Rules.



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## 5. Structure

### 5.1. Member

Individual members who may be members of clubs or unattached.

### 5.2. Club

To register a club shall have at least 3 members who are ordinary members of the Association and which shall have as a minimum as its officers a chairman or president, a secretary and a treasurer.

### 5.3. Region

#### 5.3.1. Composition

A Regional Association may be formed, subject to the prior approval of the Annual General Meeting of the Association, by the Clubs and Affiliated Leagues in a defined Region of Wales consisting of one or more recognised administrative counties or county boroughs or multiples of the same coming together for that purpose. Clubs may opt to apply to join a cross regional association most appropriate to its playing practice. Regional Associations will be run by a Regional Management Committee comprising the Officers, being up to 5 ordinary members all elected at an AGM and 1 member appointed by each affiliated League. An RMC may establish sub divisions within its Region if considered appropriate and viable to act on its behalf within defined geographic limits and for defined purposes, but subject always to the approval of the Annual General Meeting of the Association. In the event of a boundary dispute the parties will meet with members of the Association appointed by the EC to find a resolution who's decision shall be binding.

#### 5.3.2. Constitution

Each Regional Association shall adopt its own constitution or a modified version of a model to be provided by the EC but such Regional Constitution may not be repugnant to the Constitution and Rules of the WPA or in conflict with those of F.I.P.J.P and the EC shall be the final arbiter of any dispute as to effect and interpretation thereof in relation to a Regional Constitution or Rules.

#### 5.3.3. Powers

Regional Associations shall have the power to run their own affairs including, setting a regional subscription, determining their boundaries and name, holding funds and assets separately from the WPA, organising pétanque competitions and publishing a playing calendar.

## 5.4. National

### 5.4.1. Executive Committee

The WPA shall be managed by an Executive Committee comprising elected Officers, appointed Officers, and 2 members elected from candidates nominated by affiliated leagues and 2 members elected from candidates nominated by each Regional Association. Only elected members of the Committee shall be entitled to vote at its meetings though appointed members may attend and have the right to speak. At all contested elections provision shall be made to allow a postal ballot where requested by individual members but otherwise by secret ballot at a General Meeting called for that purpose. On being accepted for membership and on each annual renewal thereof individual members will receive a form of authority which can be used to instruct the Association's Officers to provide a postal ballot form to the member at all contested elections until the authority is countermanded by the member.

Should a Member of the Executive Committee whether elected or appointed fail to attend three consecutive meetings of the Executive Committee then the remaining members of the Executive Committee can assess the reasons for non-attendance and if appropriate dismiss the Official from the position he/she holds on the Executive Committee. The dismissed Official cannot then re-apply for any position for a minimum of two calendar years.

The Executive Committee will then call an Extraordinary General Meeting in order to elect or appoint a replacement.

### 5.4.2. Elected Officers

The Association shall have the following elected officers, President, Executive Vice President, Vice President Playing, Secretary, Treasurer, Umpire, Coach, Youth Development Officer, and Press Officer.

### 5.4.3. Appointed Officers

The Association may have other officers appointed by the Executive Committee to serve on committees to be drawn from suitably qualified or experienced persons who may not be members of the Association but if they are not must agree to be bound by its Constitution, Rules, Policies and Procedures.



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## 5.4.4. Annual General Meeting

There shall be an Annual General Meeting (AGM) of members in each period of twelve calendar months convened by the EC for the purpose of presenting an Annual Report, Annual Accounts, for the election of officers and of BPF delegates, for the determination of fees and subscriptions, and to consider motions, to appoint auditors, and to appoint arbitrators. The AGM must be held within 13 months of the previous AGM.

## 5.4.5. Ordinary General Meeting

There shall be Ordinary General Meetings (OGM) of Members held at least three times a year between the dates of the AGM's convened by the EC for the purpose of receiving progress reports from National Officers and considering motions proposed by Registered Clubs, Affiliated Leagues, Regions or the MC, and to discuss other appropriate business. Decisions made will become effective on close of the meeting unless otherwise agreed.

## 5.4.6. Extraordinary General Meetings

Extraordinary General Meetings (EGM) may be called upon direction of the EC or upon a requisition signed by not less than 25 individual members or upon a requisition of 5 registered clubs and/or affiliated leagues signed by an officer of each of those organisations.

## 6. Membership

The classes and terms of membership of the Association shall be as follows or as amended from time to time.

- 6.1. Individuals, Clubs and Leagues shall complete the application or renewal form for the time being prescribed by the Association and shall have paid the appropriate fees at the appropriate time to the Association and be accepted as members.
- 6.2. Individual Membership shall be in the following categories:
  - 6.2.1. Ordinary Members shall be players aged 18 or over on 31<sup>st</sup> December of the current year.
  - 6.2.2. Juniors shall be players aged under 18 on 31<sup>st</sup> December of the current year.
  - 6.2.3. Honorary Life Membership may be given at the discretion of the EC in recognition of services to the sport. A maximum of two may be awarded in any one year.
- 6.3. Registered Clubs shall be such Pétanque Clubs as are admitted to the Association having a constitution and rules, which do not conflict with the Association's. The Officers and Members of such clubs shall be and remain members of the Association.
- 6.4. Affiliated Leagues shall be such Leagues as are admitted to the Association having a constitution and rules, which do not conflict with the Association's. Such leagues shall require all players to be and remain members of the Association.
- 6.5. Notice of the refusal or acceptance of an application shall be sent to the applicant within 24 days and in the case of refusal shall give the reasons and procedure for appeal.

## 7. Elections

### 7.1. Nomination

All members nominated must consent in writing to be nominated and to serve if elected.

#### 7.1.1. National Officers

Candidates, who must be paid up members at the closing date for nomination, must be nominated by at least 3 members.

#### 7.1.2. Affiliated League

Each affiliated League may nominate a Candidate, who must be a paid up Member at the closing date for nomination.

#### 7.1.3. Members of Regions

Each Region may nominate Candidates, who must have been paid up members at the closing date for nomination.

### 7.2. 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. If more than one member is nominated for a national officer or other elective post then a ballot of all members entitled to vote will be conducted.



## **8. Powers and Duties**

### **8.1. Executive Committee**

The EC shall have the following powers and duties

- 8.1.1. To be the managing authority of the Association.
- 8.1.2. To promote and develop the sport in Wales and to seek to further the objects of the Association.
- 8.1.3. To fill casual vacancies arising on the EC for a period ending at the next following AGM.
- 8.1.4. To appoint sub-committees for specified purposes and duration.
- 8.1.5. To co-opt additional members as and when deemed necessary or desirable and to appoint suitable persons to the EC positions to be appointed.
- 8.1.6. To establish as and when required disciplinary tribunals to hear and determine appeals in accordance with Clause 11.
- 8.1.7. To recommend changes to the number and composition of Regional Associations.
- 8.1.8. To propose changes to the Constitution and Rules for the decision of the members in a General Meeting.
- 8.1.9. To propose rates of subscription for the decision of the members in a General Meeting.
- 8.1.10. To hold and operate the funds of the Association.
- 8.1.11. To determine the eligibility and value of honoraria for officers.
- 8.1.12. To organise and run National and Inter Regional Competitions and events, and to liaise with and assist other sports bodies and organisations in the running of such events in Wales including in respect of representational competitions and team formation, and preparation and support for Welsh teams.
- 8.1.13. To set standards for coaching and umpiring and to administer the same by all expedient means at its disposal.
- 8.1.14. To set standards and policies for the protection and safety of members and to administer the same.
- 8.1.15. To seek all means of funding the sport in Wales including by co-operating with the other national bodies and by joining in the preparation of funding proposals and applications to appropriate bodies.
- 8.1.16. Generally to act in the name of the Association and to enter into agreements and do all such things as are necessary for the effective operation of the Association save such as is required by statute or the Constitution & Rules to be done in a General Meeting.

### **8.2. National President**

- 8.2.1. To act when necessary as the representative of the WPA at the World Congress and other international meetings.
- 8.2.2. The President shall preside, when present, at meetings of the EC.
- 8.2.3. The President shall preside, when present, at General Meetings of the Association and shall, ex officio, be a member of all standing committees.
- 8.2.4. The President shall act as a counter-signatory in respect of any property or financial transactions on behalf of the Association.

### **8.3. National Secretary**

- 8.3.1. The National Secretary shall convene, attend and keep minutes of all meetings of the EC and General Meetings of the Association.
- 8.3.2. The National Secretary shall maintain the register of Members, Clubs and Leagues

### **8.4. National Treasurer**

- 8.4.1. To operate the Association's finances.
- 8.4.2. To prepare the Books of Account for Accounts Inspection or Audit as considered by the EC on taking advice to be appropriate.
- 8.4.3. To prepare and present true accounts to each AGM of the Association.
- 8.4.4. To prepare and present an annual budget as required by the EC.



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## 8.5. Regional Management Committees

The RMC shall have the following powers and duties:

- 8.5.1. To organise and run Regional Competitions.
- 8.5.2. To nominate candidates to the Association's EC.
- 8.5.3. To receive Notice of the Association's General Meetings and submit motions to the Association's AGM.
- 8.5.4. To participate in the requisition for an EGM of the Association.
- 8.5.5. To promote and develop the sport within the Region.
- 8.5.6. To organise and fund coaching in conjunction with the EC's policies.
- 8.5.7. To establish and maintain qualified Umpires in conjunction with the EC's policies.
- 8.5.8. To establish as and when required disciplinary tribunals to hear and determine appeals in accordance with Clause 11.
- 8.5.9. To appoint sub-committees for specified purposes and duration.
- 8.5.10. To co-opt additional members as and when deemed necessary or desirable.
- 8.5.11. To propose changes to the Constitution and Rules for the decision of the members in a General Meeting of the Region.
- 8.5.12. To propose rates of subscription for the decision of the members in a Region General Meeting.
- 8.5.13. To hold and operate assets and the funds of the Region.

## 9. Finance

### 9.1. Fees

- 9.1.1. All fees relating to membership for Ordinary Members, Juniors, Clubs and Leagues, whether existing members of the Association or joining, shall be at a rate to be determined from time to time by an AGM.
- 9.1.2. The fee charged by Regional Associations shall be at a rate to be determined from time to time by an AGM of each Regional Association.
- 9.1.3. The Association will pay an affiliation fee to the Federation Internationale de Pétanque et Jeu Provençal. (F.I.P.J.P.), Confederation Européenne de Petanque (CEP) and other National and International organisations as required.

### 9.2. Accounts

Proper Books of Account shall be maintained by the respective Treasurers and shall be available for inspection by Members at any reasonable time on reasonable notice at the Registered Office.

### 9.3. Expenses

Reasonable expenses may be reimbursed for costs duly authorised by a competent Officer and incurred wholly and exclusively on behalf of the Association.

The Association shall maintain a cheque account and such other appropriate or necessary accounts with a Bank from time to time selected by the EC. Such account shall operate under the joint signatures of the Treasurer and one other Officer. Such other accounts as may be deemed desirable may be opened and operated provided the signature requirements are as for those for the cheque account.

### 9.4. Grants

The Association may not make grants or donations to any person or organisation other than specifically for the achievement of the Objectives.

### 9.5. Borrowing

The Association may not borrow advances of money at rates in excess of 7% above the base lending rate or equivalent of NatWest Bank plc and in any event may not borrow in excess of ten times its last audited or certified annual income.



## **10. Privileges**

### **10.1. General**

Individual members, Affiliated Leagues and Registered Clubs shall be covered for third party liability insurance by the Association and shall be entitled to:

### **10.2. Individual Members**

- 10.2.1. receive a membership card on payment of the annual subscription.
- 10.2.2. have particulars recorded in the Register of Members.
- 10.2.3. attend and vote at General Meetings.
- 10.2.4. compete in the Association's Competitions at regional level and in national and international competitions if in possession of a valid FIPJP recognised licence.
- 10.2.5. purchase Association approved sale goods and publications.
- 10.2.6. receive one copy of the current Official Rules of the Game of Pétanque.
- 10.2.7. participate in the requisition an Extraordinary General Meeting.

### **10.3. Affiliated Leagues**

- 10.3.1. receive a certificate of annual registration
- 10.3.2. have its particulars recorded in the Register of Leagues
- 10.3.3. receive one current copy of the Constitution, the By-laws, the Standing Orders for Meetings and the Rules of national competitions
- 10.3.4. receive Notice of General Meetings and submit motions to the Annual General Meeting
- 10.3.5. enter teams in competitions sponsored or supported by the Association
- 10.3.6. purchase approved sale goods and publications of the Association on behalf of individual members
- 10.3.7. participate in the requisition for an Extraordinary General Meeting.
- 10.3.8. nominate candidates for the League section of the EC.
- 10.3.9. appoint a representative to serve on a RMC.

### **10.4. Registered clubs**

- 10.4.1. receive a certificate of annual registration.
- 10.4.2. have its particulars recorded in the Register of Clubs.
- 10.4.3. receive one current copy of the Constitution & Rules and the Rules of national competitions.
- 10.4.4. receive Notice of General Meetings.
- 10.4.5. submit motions to the Annual General Meeting.
- 10.4.6. enter teams in competitions sponsored or supported by the Association.
- 10.4.7. purchase approved sale goods and publications of the Association.
- 10.4.8. participate in the requisition for an Extraordinary General Meeting.
- 10.4.9. be part of an appropriate Regional Association.



## **11. Discipline**

### **11.1. Regional Associations**

Regional Management Committees will establish a Disciplinary Tribunal to handle disciplinary matters referred to them

- 11.1.1. in respect of appeals from the decisions of Affiliated Leagues or Clubs where the Constitution and Rules of such allow such reference.
- 11.1.2. by an Umpire or Official of any Regional Competition in respect of alleged unacceptable conduct of any individual or club.
- 11.1.3. by any Regional Officer in respect of alleged unacceptable conduct of any individual or club.
- 11.1.4. The RMC may elect to refer the matter to the national EC.
- 11.1.5. A club or individual shall have the right to appeal a decision of the RMC to the National EC.

### **11.2. National**

- 11.2.1. Umpires and RMC'S may refer matters of discipline to the National EC.
- 11.2.2. The EC shall appoint a Disciplinary Committee to investigate such referrals and will report its decision to the EC and make any recommendations for any action to be taken by the EC.
- 11.2.3. The Disciplinary Committee shall comprise National Umpire (chair), the Regional Umpire or Regional Chairman concerned and three other members each of whom shall be either a National Officer or a Regional Chairman. If there are insufficient qualified members available the EC shall direct the number and composition of the Committee.
- 11.2.4. An Individual Member, Affiliated League or Club, charged with conduct detrimental to the Association, may be suspended from some or all of the privileges of membership or expelled by a vote of two-thirds of the members of the EC present at a meeting of the EC called for that purpose.
- 11.2.5. The nature of the charge shall be communicated to the individual, Secretary of the league or club at least 14 days before the date of the said meeting.
- 11.2.6. Any individual, league or club so charged may submit an answer to the charge in writing to the EC or attend the meeting to do so. Any club or individual so charged has the right to be fully represented and to call witnesses.

## **12. Dissolution**

- 12.1. The Association may be dissolved at any time by consent of a majority of members voting in a Ballot of Members.
- 12.2. Funds and assets can be transferred to successor bodies on their formation and on dissolution of the Association.
- 12.3. In the absence of designated successor bodies any funds and assets surplus to the discharge of the Association's liabilities shall be donated to the Welsh Sports Council or, if there be no Welsh Sports Council, in such manner as the EC shall decide.

## **13. Alterations to Constitution**

### **13.1. Method**

The constitution of the Association may be rescinded or altered by vote of two-thirds of the Members present at a General Meeting or at an Extraordinary General Meeting called for that purpose.

### **13.2. Proposals**

Proposals to amend the constitution may be submitted by the EC, Regions, Affiliated Leagues or Registered Clubs.

### **13.3. Time Limit**

No proposal to amend the constitution which has been defeated, nor any of like effect, shall again be proposed until after a period of two calendar years has elapsed from the date of the General Meeting at which the proposal was made.



## **14. Administrative Rules**

### **14.1. Annual General Meeting**

#### **14.1.1. Date And Place**

The Annual General Meeting shall, subject to Clause 5.4.5 of the Constitution, be held in the month of November or such other month and at such place as the EC may from time to time determine.

#### **14.1.2. Preliminary Notice**

At least 36 days before each Annual General Meeting, the National Secretary shall publish the date, time and place of the meeting. Those entitled and wishing to put proposals to the meeting shall submit their motions and nominations for office to the National Secretary at least 21 days before said Annual General Meeting.

#### **14.1.3. Notice**

At least 14 days prior to the meeting the National Secretary shall send by post to each Registered Club, Affiliated League, and Regional Association notice of the meeting and the agenda of the business to be transacted and details of any motions submitted, together with received nominations for office and vacant positions in accordance with the Constitution and Rules.

Nominations will be taken on the day subject to any legal constraints.

#### **14.1.4. Agenda**

The agenda shall be to:

confirm the date of notice of meeting.

receive apologies for absence.

approve the minutes of the previous Annual and any subsequent General Meeting.

receive the President's Report.

receive and, if so resolved, adopt the Association's accounts and the Auditor's and Financial reports.

determine the rates of registration fees and subscriptions.

consider and, if so resolved, approve motions submitted in accordance with the Constitution and By-laws

(a) to amend the Constitution

(b) proposed by the EC

(c) proposed by Regions, Affiliated Leagues and Registered Clubs

The EC shall decide the order in which motions will be considered and may recommend consolidated motions.

(d) to declare the election of National Officers.

(e) to elect delegates to the BPF.

(f) to appoint an Auditor or Auditors.

(g) to appoint Arbitrators

(t) to consider such other business as the Presiding Officer may admit. No vote to be taken.

### **14.2. Ordinary General Meeting of Members**

#### **14.2.1. Date And Place**

The Ordinary General Meetings of Members shall, subject to Clause 5.4.6 of the Constitution, be held at such times and at such place as the EC may from time to time determine.

#### **14.2.2. Preliminary Notice**

At least 14 days before each OGM the National Secretary shall publish the date, time and place of the meeting. Those entitled and wishing to put proposals to the meeting shall submit their motions to the National Secretary at least 3 days before the Meeting. The National Secretary shall inform the President of the proposed business.

#### **14.2.3. Agenda**

The agenda shall be:

to receive apologies for absence.

to receive Officers' Reports.

to consider and, if so resolved, approve motions from Clubs, Affiliated Leagues and Regions submitted in accordance with the Constitution and Rules.

to hold an open forum.

to consider such other business as the Presiding Officer may admit. No vote to be taken.

### **14.3. Extraordinary General Meeting**

#### **14.3.1. Convening**

An Extraordinary General Meeting may be convened by the National Secretary by direction of the EC or upon a requisition signed by not less than 25 individual members or upon a requisition of 5 registered clubs and/ or affiliated leagues signed by the Club or League Secretaries and delivered to the National Secretary.



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### 14.3.2. Location

The meeting shall be held at such place as the EC shall decide.

### 14.3.3. Failure To Convene

Should the National 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 Association for all expenses reasonably incurred in convening it.

### 14.3.4. Notice

The notice convening an Extraordinary General Meeting shall be sent by post to every Affiliated League, Registered Club and Region 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.

### 14.3.5. Quorum

No Extraordinary General Meeting shall proceed to business unless a representative of not less than 4 of the organisations convening the meeting are present within half an hour of the notified time of start. If the meeting was convened by the EC or Members then 20 members must be present within half an hour of the notified time of start.

### 14.3.6. Business

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

## 14.4. Ballot of Members

A ballot of members will be held for contested elections and on questions put at the direction of the EC or on a motion of dissolution and the EC may direct that such ballot be by post.

- 14.4.1. Each individual member of good standing as recorded in the Register of Members on the date that the EC approves the ballot will be eligible to vote.
- 14.4.2. Ballot, if by post, and supporting papers will be posted to each eligible member at the address listed in the Register of Members.
- 14.4.3. The Association or an independent organisation may run the ballot process. If the latter then the following steps will be conducted according to the methods of that organisation.
- 14.4.4. A guidance paper will be issued with each ballot form or notice of convening of a General Meeting giving instructions on the completion of any ballot paper and a timetable for the issue of forms, last date of return of forms and date of declaration of the result.
- 14.4.5. For security each returned ballot form must bear the member's membership number and signature in order to be counted as valid.
- 14.4.6. Each member may only vote once although a duplicate form may be obtained in the event of errors.
- 14.4.7. The completed voting form(s) should be returned to the address and by the date designated in the voting guidance issued with the forms.
- 14.4.8. The scrutineers of the postal vote, including the verification and counting of votes cast, will be a panel of not less than three of the existing Arbitrators of the Association nominated by the President.
- 14.4.9. Should there be insufficient Arbitrators available to form a panel then the President will nominate suitable individual members to carry out this task.
- 14.4.10. The result will be published within 2 days of the count.
- 14.4.11. The Arbitrators will be responsible for hearing any appeals relating to the outcome of the voting process.

The Constitution of the Welsh Pétanque Association was amended at their Annual General Meeting held at the Caerleon RFC Pétanque Club, Caerleon on Monday 6<sup>th</sup> December 2010.