



# Welsh Pétanque Association Internal Rules

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## Welsh Pétanque Association : Internal Rules

### Amendments

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# Welsh Pétanque Association : Internal Rules

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# Welsh Pétanque Association : Internal Rules

## 1. General

These Internal Rules are subject to the Association's Constitution. Where there is inconsistency, the provisions of the Constitution shall prevail. The present rules govern the rights, duties and responsibilities of all parties involved in the organisation of the Welsh Pétanque Association.

## 2. Membership

A member of the Association may be an individual member of an affiliated club or a direct member of the Association with no club affiliation; such members are termed Unaffiliated Members.

Members shall complete the application or renewal form for the time prescribed by the Association and shall have paid the appropriate fees.

Notice of acceptance or refusal of an application shall be sent to the applicant within 28 days, and, in the case of refusal, it shall state the reasons and the appeal procedure.

The Management Committee's (MC) decision will be final and without appeal.

### 2.1 Membership Classes

The following classes of membership are available:

#### 2.1.1 Associate Members

Associate Members are defined as adult members 18 or over on 31 December of the current year and are entitled to:

- third-party liability insurance cover provided through the Association;
- have their particulars recorded in the Register of Members;
- have access to all relevant information (e.g. Constitution, Internal Rules and the Rules of National Competitions);
- be eligible to enter WPA competitions as defined by the MC;
- have the right to purchase the Association's approved goods and publications;
- the right to attend EMs, AGMs, or any other meetings that members are invited to participate in.

Exclusions

- The automatic right to vote at EMs, AGMs, or any other meetings that members are invited to participate in.
- The automatic right to receive a printed licence,
- The right to enter all National Championships, Home International competitions and all European and World Championship qualification events or register to be included in a selection process.

#### 2.1.2 League Members

League Members are defined as adult members 18 or over on 31 December of the current year and are entitled to:

- third-party liability insurance cover provided through the Association;
- have their particulars recorded in the Register of Members;

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- have access to all relevant information (e.g. Constitution, Internal Rules and the Rules of National Competitions);
- have the right to purchase the Association's approved goods and publications;
- have the right to attend and vote in EMs, AGMs, or any other meetings that members are invited to participate in.
- be eligible to enter competitions as defined by the MC, including all National Championships and Home International competitions;

### Exclusions

- The right to all European and World Championship qualification events or register to be included in a selection process;
- The automatic right to receive a printed licence,

### 2.1.3 Full Members

Full Members are defined as adult members 18 or over on 31 December of the current year and are entitled to:

- third-party liability insurance cover provided through the Association;
- have their particulars recorded in the Register of Members;
- receive a licence;
- have access to all relevant information (e.g. Constitution, Internal Rules and the Rules of National Competitions);
- have the right to purchase the Association's approved goods and publications;
- have the right to attend and vote in EMs, AGMs, or any other meetings that members are invited to participate in.
- the automatic right to enter all WPA competitions as defined by the MC, including all National Championships and all Home International competitions, including all European and World Championship qualification events or register to be included in a selection process;

### 2.1.4 Junior Members

Junior Members are defined as members under the age of 18 on 31 December of the current year and are entitled to:

- third-party liability insurance cover provided through the Association;
- have their particulars recorded in the Register of Members;
- receive a licence;
- have access to all relevant information (e.g. Constitution, Internal Rules and the Rules of National Competitions);
- have the right to purchase the Association's approved goods and publications;
- the automatic right to enter all WPA competitions as defined by the MC, including all National Championships and all Home International competitions, including all Junior European and World Championship qualification events or register to be included in a selection process;

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- the right to attend EMs, AGMs, or any other meetings that members are invited to participate in.

### Exclusions

- The automatic right to vote at EMs, AGMs, or any other meetings that members are invited to participate in.

#### 2.1.5 Honorary Members

Honorary Life Memberships may be given at the discretion of the MC in recognition of services to the sport. A maximum of two Honorary Members may be awarded in any one year.

Honorary Members have the same entitlement as League Members.

#### 2.1.6 Membership/Licence Transfer

Members wishing to transfer from the Association to another National Association must adhere to the Protocol and Regulations for Membership/Licence Transfers defined by the Confédération Européenne de Pétanque (CEP).

### 3. Registered Club

A Registered Club is formally recognised by the Association, which has completed an application or renewal form for the time prescribed by the Association and shall have paid the appropriate fees.

Such a club has a formal structure comprising officers and members that aligns with the Association's governance.

It is eligible to access Association-specific rights, benefits, and entitlements (e.g., competing in WPA competitions, getting registered, and being included in the Association Club Register).

As a Registered Club of the Association, it means all its players are tied to the Association's governing structure.

#### 3.1 Club Registration

A "Club" is defined in the Association's Constitution as a constituted club that is registered with the Association.

To become a Registered Club in the first year, a club must have at least three adult Association members with voting rights (League or Full Member) and, at a minimum, the following officers: a Chair (or President), Secretary, and Treasurer.

For subsequent years, a Registered Club must have at least six individual members, and all its officers and committee members must themselves be Association members.

Each Registered Club must adopt its own club constitution and internal rules, or adopt a modified version of a "standard" Association constitution – but that constitution and internal rules must not conflict with the Association's Constitution & Internal Rules.

All Officers and Members of registered clubs shall be and remain members of the Association.

##### 3.1.1 Registered Club Benefits

The rights, benefits and entitlements that a Registered Club of the Association are:

- Certificate of annual registration: Each Registered Club receives a yearly registration certificate.
- Inclusion in the Association's Register of Clubs: the club's particulars are recorded.

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- Third-party liability insurance cover – the constitution states that the Association covers Individual Members, and Registered Clubs for third-party liability insurance.
- Access to the current copies of the Association's Constitution, Internal Rules, policies and procedures.
- The right to enter teams into the National Leagues, League Cup and Welsh Cup competitions.
- Receive notice of Extraordinary (EM) and Annual General Meetings (AGM).
- Registered Clubs have the right to submit motions to the AGM as defined in the Association's Constitution.
- The right to participate in requisitioning an EM: Registered Clubs may take part in initiating an EM.
- The right to purchase the Association's approved goods and publications, either on its own behalf or on behalf of its members.

### 4. Management Committee

#### 4.1 Elected Officers

The Management Committee (MC) of the Association shall have the following elected officers:

- National President,
- National Secretary,
- National Treasurer,
- Development Officer and
- Membership Secretary.

Only the elected members of the MC shall be entitled to vote at its meetings. Appointed Officers may be called to attend and have the right to speak, but do not have the right to vote at meetings of the MC.

Should an elected Member of the MC fail to attend three consecutive meetings of the MC, then the remaining members of the MC can assess the reasons for non-attendance and, if appropriate, dismiss the Official from the position they hold on the MC. The dismissed Official cannot then reapply for any position for a minimum of two calendar years.

The MC will then call an EM to elect a replacement for the dismissed Elected Officer. The replacement Elected Officer will be elected to complete the dismissed Officer's period of tenure.

#### 4.2 Appointed Officers

Appointed Officers may comprise: National Coach, National Umpire, Youth Development Officer, Competition Organiser, WPA League Secretary, Medical Officer and Child Protection Officer.

The National Coach and National Umpire will be responsible to the MC. The Medical Officer and Child Protection Officer will report to the National President.

The Youth Development Officer, Competition Organiser and WPA League Secretary will report to the Development Officer, and the Press Officer will report to the National Secretary.

Officers appointed by the MC to serve in roles or on commissions are to be drawn from suitably qualified or experienced persons who may not necessarily be members of the Association, but, if they are not, must agree to be bound by its Constitution, Internal Rules, Policies and Procedures.



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Appointed Officers will be invited to attend meetings of the MC, but will only be required to participate when they are to provide a report to the MC.

Appointed Officers cannot participate in any votes taken by the MC.

### 5. Annual General Meeting

#### 5.1 Procedure for the Annual General Meeting (AGM)

##### 5.1.1 Date and Place

The AGM shall, subject to the Association's Constitution (Clause 9), be held within 13 months of the previous AGM and at such place as the MC may from time to time determine.

##### 5.1.2 Preliminary Notice

At least 30 days before each AGM, the National Secretary shall publish the date, time, and place of the meeting, as well as the Elected Officer posts that will become vacant. Those entitled and wishing to put proposals to the AGM shall submit their motions related directly to the Association's Constitution and nominations for positions on the MC to the National Secretary at least 21 days before said AGM.

##### 5.1.3 Notice

At least 14 days before the AGM, the National Secretary shall provide to each Member and Registered Club notice of the meeting, the agenda of the business to be transacted, and details of any motions submitted, together with received nominations for the positions on the MC in accordance with the Association's Constitution.

##### 5.1.4 AGM Agenda

The structure of the agenda shall be to:

- Confirm the date of notice of the meeting.
- Receive apologies for absence.
- Approve the minutes of the previous AGM and any subsequent EM.
- Receive the President's Report.
- Receive and, if so resolved, adopt the Auditor's report.
- Receive and, if so resolved, adopt the Association's accounts and Financial reports.
- Determine the rates of registration and membership fees.
- Consider and, if so resolved, approve motions submitted in accordance with the Constitution:
  - ◆ Proposed by the MC.
  - ◆ Proposed by Registered Clubs.

*Notes:*

*The MC shall decide the order in which motions will be considered and may recommend the consolidation of motions.*

*Should a motion change the composition of the MC, any existing member with an active mandate shall complete their term of office.*

- To declare the election of Management Committee Officers.

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- To appoint an Auditor or Auditors.
- To consider such other business as the Presiding Officer may admit. No vote is to be taken.

### 5.2 Elections

#### 5.2.1 Nomination of Candidates

To be validly nominated, the candidates for election to the MC must:

- Complete the nomination form and agree to serve on the MC if elected.
- be paid-up members at the closing date for nomination.
- be nominated by at least three other paid-up members of the Association.
- be received on the prescribed form at least 21 days before the AGM.
- Vacant positions for which there has been no prior nomination, or for a vacancy that has occurred since the issue of the Preliminary Notice of the AGM, must be submitted on the prescribed form before the commencement of business.
- Elected Officers eligible for re-election shall declare their intention to either re-stand for, or to stand down from, their current position before the issuing of the Preliminary Notice of the AGM; this declaration shall be included in the Preliminary Notice of the AGM.
- The candidate must be physically present at the AGM at the time of the election, unless presence is prevented by "force majeure".

#### 5.2.2 Election procedure

- Each election to the Management Committee shall be determined by a secret ballot by members entitled to vote (League and Full Members only). Where there is only one candidate, a vote for or against that candidate shall be undertaken.
- Election shall be by successive balloting with the progressive elimination of the candidate receiving the least number of votes. To be elected, a candidate must achieve more than 50% of the total number of available votes. For example, if the number of available votes is 26 a candidate would need to achieve 14 votes (50%+1) to be elected.
- In the case of an odd number of available votes (e.g., 25), the figure is rounded up to 26; therefore, 13 would be considered 50%, which in turn means a candidate would need to achieve 14 votes (50%+1) to be elected.
- In the event of a tied vote, further ballots for the tied place(s) will be held until the tie disappears.
- An unopposed candidate who does not receive a majority vote cannot be elected.
- Blank, spoiled or incorrectly completed written ballots shall be discarded and will not be taken into consideration in the calculation of the required majority, nor will abstentions.
- At least three scrutineers shall be appointed to collect and tally completed ballots during elections and then report the results to the presiding officer of the meeting.
- The National Secretary shall ensure that the Association retains the ballots cast in any election until at least one month after that election.

## 6. Extraordinary Meetings

### 6.1 Procedure for the Extraordinary Meeting (EM)

An EM may be convened as defined in the Association's Constitution (Clause 10).

#### 6.1.1 Location

The meeting will be held at such a time and place as the MC shall decide.

#### 6.1.2 Failure To Convene

Should the National Secretary fail to convene an EM within 30 days of receiving a duly signed requisition, the requisitioners may convene the EM. They shall have a claim upon the Association for all expenses reasonably incurred in convening it.

#### 6.1.3 Notice

The notice convening an EM shall be provided to every Member and Registered Club not less than 28 days before the date of the EM, stating the date, time and place thereof and the purpose for which it is convened.

#### 6.1.4 Quorum

No EM shall proceed to business unless 10% of eligible voting members at the time of the EM, or more, representing at least five registered clubs are present within 30 minutes of the notified time of commencement of the EM.

#### 6.1.5 Business

The EM may transact only the business specified in the notice convening it.

## 7. Ballot of Members

The MC may direct that a ballot be conducted as a Regular or Electronic ballot, or a combination of the two, for the election of a member nominated for a position on the MC and for submitted motions. When an electronic ballot is proposed, the MC validates and approves the associated online application.

Each League and Full member, as recorded in the Register of Members on the date that the MC approves the ballot, will be eligible to vote.

A postal ballot shall only be used in exceptional circumstances as directed by the MC.

### 7.1 Regular Ballot

A ballot is taken at other meetings to which members are invited to participate; this is typically conducted by a show of hands for each proposition.

### 7.2 Electronic Ballot

#### 7.2.1 Authority to Conduct an Electronic Ballot

Management Committee (MC) may conduct ballots electronically through an approved web-based voting application ("Electronic Ballot") in place of, or in addition to, in-person or paper ballots.

The decision to use an Electronic Ballot for any election, resolution, or membership vote shall be made by the MC, provided that such use complies with all applicable laws and these Internal Rules.

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### 7.2.2 Matters Eligible for an Electronic Ballot

Electronic Ballots may be used in any of the following circumstances:

- Annual General Meetings (AGMs) – when remote participation is permitted or attendance numbers make electronic voting more efficient.
- Extraordinary Meetings (EMs) – where timely decisions are required and an in-person meeting is impractical.
- Board or Committee Elections – including elections requiring secret ballots.
- Urgent Resolutions – where the MC determines that a decision is required before the next scheduled meeting.
- Postal Ballots – in any case where postal voting is authorised, an Electronic Ballot may be used as an alternative.

### 7.3 Requirements for Electronic Ballots

The voting platform must:

- Provide each eligible voter with a unique, secure means of casting one vote.
- Ensure confidentiality where a secret ballot is required.
- Record vote submissions in a tamper-evident manner.
- Produce a verifiable audit trail accessible to authorised officers.

The MC must ensure that the system's data security, privacy compliance, and accessibility features are appropriate for its membership.

### 7.4 Notice of Electronic Ballot

Members must be given the same period of notice as required for any other ballot under these Rules.

The notice must include:

- The reason for the Electronic Ballot.
- Instructions for accessing and using the voting system.
- The opening and closing dates and times of the ballot.

### 7.5 Voting Period

The voting window shall be specified in the relevant meeting rules and shall remain open for the published period.

Once the voting period closes, no further votes may be submitted.

### 7.6 Verification and Counting of Votes

The system shall automatically record and tally votes, with results accessible only to authorised officials until formally declared.

Any manual oversight or verification procedures shall be carried out by the Returning Officer(s) or an independent scrutineer where required.

### 7.7 Technical Issues

In the event of a system failure that may materially affect the outcome, the Returning Officer may extend the voting period or declare the ballot void and require a new ballot.

The Association shall not be responsible for individual members' failure to access the voting platform due to personal device or connectivity issues.

### 7.8 Confidentiality and Data Protection

Personal information collected as part of the Electronic Ballot shall be handled in accordance with the Association's Privacy Policy.

The National Secretary shall ensure that the Association retains the ballot data until at least one month after that election.

### 7.9 Declaration of Results

Results shall be declared in the same manner as results from in-person ballots.

The outcome of an Electronic Ballot has the same validity and force as any vote conducted by traditional means.

## 8. Review

The MC should review these Internal Rules annually.