



# **Welsh Pétanque Association Internal Rules**

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# Internal Rules

## 1. Structure

### 1.1. Member

Individual members may be members of clubs or unaffiliated (have no club affiliation).

### 1.2. Club

To register for the first year of registration, a constituted club shall have at least 3 members who are adult members of the Association and which shall have as a minimum as its officers a Chairperson or President, Secretary and Treasurer. For subsequent years of registration a club shall have at least 6 members of the Association and all the officers and members of such clubs shall be and remain members of the Association.

Each club shall adopt its own constitution or a modified version of an Association standard constitution, provided that the result is not repugnant to the Constitution and Internal Rules of the Association.

### 1.3. Executive Committee

#### 1.3.1. Elected Officers

- 1.3.1.1. The Association shall have the following elected officers: National President, National Secretary, National Treasurer, Director of Development and Director of Public Relations.
- 1.3.1.2. Only elected members of the EC shall be entitled to vote at its meetings. Appointed members may be called to attend and have the right to speak, but not to vote at meetings of the EC.
- 1.3.1.3. Should an elected Member of the EC fail to attend three consecutive meetings of the EC then the remaining members of the EC can assess the reasons for non-attendance and if appropriate dismiss the Official from the position they hold on the EC. The dismissed Official cannot then re-apply for any position for a minimum of two calendar years.
- 1.3.1.4. The EC will then call an EGM in order to elect a replacement for the dismissed Elected Officer. The replacement Elected Officer will be elected to complete the dismissed Officers period of tenure.

#### 1.3.2. Appointed Officers

- 1.3.2.1. 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 EC. The Medical Officer and Child Protection Officer will be responsible to the National President. The Youth Development Officer, Competition Organiser and WPA League Secretary will be responsible to the Director of Development; and the Press Officer will be responsible to the Director of Public Relations.
- 1.3.2.2. Officers appointed by the EC 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.
- 1.3.2.3. Appointed Officers will be invited to attend meetings of the EC, but will only be required to attend when they are to provide a report to the EC.
- 1.3.2.4. Appointed Officers cannot participate in any votes taken by the EC.

## 2. Annual General Meeting

### 2.1. Elections

#### 2.1.1. Nomination of Elected Officers

- 2.1.1.1. Nominations for the position of an Elected Officer must be received on the prescribed form at least 21 days prior to the AGM see 2.2.2.
- 2.1.1.2. All members nominated must consent in writing to be nominated and to serve if elected, must be paid up members at the closing date for nomination and must be nominated by at least 3 other members.
- 2.1.1.3. At the AGM nominations on the day can only be accepted for positions for which there has been no prior nomination, or for a vacancy that has occurred since the issue of the notice, and must be submitted on the prescribed form prior to the commencement of business.
- 2.1.1.4. Elected Officers eligible for re-election shall declare their intention to either re-stand for, or to stand-down from, their current position prior to the issuing of the Preliminary Notice of the AGM, this declaration to be included in the Preliminary Notice of the AGM.

#### 2.1.2. Election procedure

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 office then a ballot of all members present at the meeting and entitled to vote will be conducted.

### 2.2. Procedure for the Annual General Meeting

#### 2.2.1. Date and Place

The AGM shall, subject to the Constitution - Clause 6, be held in the month of March or such other month and at such place as the EC may from time to time determine.

#### 2.2.2. Preliminary Notice

At least 36 days before each AGM, the National Secretary shall publish the date, time and place of the meeting and also the Elected Officer posts becoming vacant. Those entitled and wishing to put proposals to the AGM shall submit their motions and nominations for office to the National Secretary at least 21 days before said AGM.

#### 2.2.3. Notice

At least 14 days prior to the AGM the National Secretary shall provide to each Registered Club and Affiliated League notice of the meeting, 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 Internal Rules.

#### 2.2.4. Agenda

The agenda shall be to:

confirm the date of notice of meeting.

receive apologies for absence.

approve the minutes of the previous AGM and any subsequent OGM.

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 Internal Rules

- a) proposed by the EC
- b) proposed by Registered Clubs
- c) The EC shall decide the order in which motions will be considered and may recommend the consolidation of motions.
- d) to declare the election of National Officers.
- e) to appoint an Auditor or Auditors.
- f) to appoint Arbitrators
- g) to consider such other business as the Presiding Officer may admit.  
No vote to be taken.

### 3. Ordinary General Meeting

There shall be OGMs of Members held for the purpose of receiving progress reports from National Officers and considering motions proposed by Registered Clubs or the EC, and to discuss other appropriate business. Decisions made will become effective at the close of the meeting, unless otherwise agreed.

#### 3.1. Date and Place

The OGMs of Members shall be held at such times and places as the EC may determine.

#### 3.2. 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 National President of the proposed agenda.

#### 3.3. Agenda

The agenda shall be to:

receive apologies for absence.

receive Officers' Reports.

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

hold an open forum.

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

### 4. Extraordinary General Meetings

#### 4.1. Convening

An EGM may be convened as defined in the Constitution – Clause 8.

#### 4.2. Location

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

#### 4.3. Failure To Convene

Should the National Secretary not convene an EGM within 36 days of receiving a duly signed requisition, the requisitioners may convene the EGM and shall have a claim upon the Association for all expenses reasonably incurred in convening it.

#### 4.4. Notice

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

#### 4.5. Quorum

No EGM shall proceed to business unless 20 members, or more, representing at least five registered clubs are present within half an hour of the notified time of commencement of the EGM.

#### 4.6. Business

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

#### 4.7. Vote of No-Confidence

A vote of no-confidence shall be convened as per clauses 4.1 to 4.6, above. However, where a vote of no-confidence has been called against the whole EC, the Arbitrators shall have the following additional responsibilities:

4.7.1 Location - The meeting will be held at such a time and place as the Arbitrators decide.

4.7.2 Failure to Convene - Should the Arbitrators fail to convene an EGM within 21 days of receiving a duly signed requisition, the requisitioners may convene the EGM and shall have a claim upon the Association for all expenses reasonably incurred in convening it.

4.7.3 Notice -The notice convening an EGM shall be provided to every Member and Registered Club not less than 14 days before the date of the EGM, stating the date, time and place thereof and the purpose for which it is convened. 4.7.4 Quorum - As per Clause 4.5, above. 4.7.4 Business - An EGM called specifically for a vote of no-confidence shall not transact any business other than that specified in the notice convening it. If the vote is carried, using the simple majority rule, the whole EC will immediately be discharged of their Powers and Duties as defined in the Constitution, Clause 10.

The Arbitrators shall then convene an EGM for the sole purpose of the election of a new EC as defined in the Constitution, Clause 8.

## 5. Ballot of Members

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

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

## 5.2. Normal Ballot

Where a ballot is taken at a meeting this will normally be by way of a show of hands for each proposition.

## 5.3. Postal Ballot

- 5.3.1. Where the EC directs that a postal ballot is appropriate, the ballot form and supporting papers will be posted to each eligible member at the address listed in the Register of Members.
- 5.3.2. The Association or an independent organisation may run the ballot process.
- 5.3.3. A guidance paper will be issued with each ballot form and notice of the convening of the OGM, EGM or AGM at which the ballot will be taken. This will give 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.
- 5.3.4. For security each returned ballot form must bear the member's membership number and signature in order to be counted as valid.
- 5.3.5. Each member may only vote once although a duplicate form may be obtained in the event of errors.
- 5.3.6. The completed voting form(s) should be returned to the address and by the date designated in the voting guidance issued with the forms.
- 5.3.7. The designated 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 National President.
- 5.3.8. Should there be insufficient Arbitrators available to form a panel then the National President will nominate suitable individual members to carry out this task.
- 5.3.9. The result will be published within 2 days of the count.
- 5.3.10. The Arbitrators will be responsible for hearing any appeals relating to the outcome of the voting process.

## 6. Membership

- 6.1. Individuals, Clubs and Leagues shall complete the application or renewal form for the time prescribed by the Association and shall have paid the appropriate fees.
- 6.2. Individual Membership shall be in the following categories:
  - 6.2.1. Associate Members shall be players aged 18 or over on 31st December of the current year.
  - 6.2.2. League Members shall be players aged 18 or over on 31st December of the current year.
  - 6.2.3. Full Members shall be players aged 18 or over on 31st December of the current year.
  - 6.2.4. Junior Members shall be players aged under 18 on 31st December of the current year.



- 6.2.5. 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 Internal Rules, which does not conflict with the Association's, and a registered club bank account. All the Officers and Members of such clubs shall be and remain members of the Association.
- 6.3.1. Upon application to the WPA Executive by a Registered Club, a temporary resident holding a valid licence recognised by the FIPJP will be able to represent the Registered Club as a player, but will not be eligible to enter National Championships or represent Wales in any capacity. Such dispensation from holding a WPA licence shall not exceed a period of 12 consecutive months.
- 6.4. The WPA Executive's decision will be final and without appeal.
- 6.5. Affiliated Leagues shall be such Leagues as are admitted to the Association having a Constitution and Internal Rules, which do not conflict with the Association's.
- 6.6. Notice of the refusal or acceptance of an application shall be sent to the applicant within 28 days and in the case of refusal shall give the reasons and procedure for appeal.
- 6.7. Transfer between the Association and any other National Association is covered by rules laid down by the CEP in their Bye-Laws.

## 7. Alterations to Rules

### 7.1. Method

The rules of the Association may be rescinded or altered by vote of two-thirds of the Members present and voting at an AGM or EGM called for that purpose and which has the required quorum.

### 7.2. Proposals

Proposals to amend the rules may be submitted by the EC or Registered Clubs.

### 7.3. Time Limit

No proposal to amend the rules which has been defeated, nor any of like effect, shall be permitted until a period of two calendar years has elapsed from the date of the AGM or EGM at which the original proposal was made.