

**Eastern Counties Region Pétanque of the  
ENGLISH PETANQUE ASSOCIATION  
Constitution & Rules  
Amended 1<sup>st</sup> December 2013**

## **1. NAME AND SCOPE**

**1.1** The Association shall be called the Eastern Counties Region Pétanque hereinafter called the Counties Region and shall be Affiliated to the English Pétanque Association.

**1.2** The scope of the Counties Region shall be the County of Essex and any clubs, individuals or counties bordering on Essex, including Cambridgeshire and Hertfordshire, who wish to join the Counties Region.

## **2. OBJECTIVES**

The **objectives** of the Counties Region shall be to promote the game of Pétanque by all means at its disposal including:

**2.2** By encouraging and supporting the formation of affiliated clubs.

**2.4** By the creation of centres of excellence with facilities for players to practise, for coaching and holding competitions.

**2.5** By publishing an annual playing calendar.

## **3. REGISTERED OFFICE**

The registered office of the Counties Region shall be at such address as the Management Committee shall from time to time decide.

## **4. DEFINITIONS**

### **4.1 EPA**

The English Pétanque Association, the governing body for England.

### **4.2 Members**

Members shall be those 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, religion, colour, politics or disability.

### **4.3 MC**

Management Committee, the managing body of the EPA.

### **4.4 CRMC**

The Counties Region Management Committee shall consist of a President; Vice-President; Secretary; Treasurer; a Youth Development Officer; and a Regional Coach.

### **4.5 Affiliated Leagues**

Affiliated Leagues shall be such Pétanque **LEAGUES** as are admitted to the EPA in the manner described in the constitution.

### **4.6 Registered Clubs**

Registered clubs shall be such Pétanque Clubs as are admitted to the Counties Region in the manner described in the Constitution.

### **4.7 FIPJP**

The Fédération Internationale de Pétanque et Jeu Provençal, the International Governing Body.

## **5. STRUCTURE**

### **5.1 Member**

Individual members of the EPA who may be members of clubs or independent.

### **5.2 Club**

In order to register, a club shall have at least **6** members who are adult members of the Counties Region including minimum officers of President, Secretary and Treasurer.

### **5.3 Affiliated League**

A Pétanque League affiliated to the EPA.

### **5.4 Counties Region**

#### **5.4.1 Powers**

The Counties Region shall have the power to run its own affairs including setting a regional subscription, determining its boundaries and name, holding funds and assets separate from the EPA, organising competitions and publishing a playing calendar.

#### **5.4.2 Counties Region Management Committee**

The Counties Region shall be managed by a Management Committee comprising elected Officers, appointed Officers, one member nominated by each affiliated league and one member from each club in the Counties Region elected by that club.

#### **5.4.3 Elected Officers**

The Counties Region shall have the following elected Officers: President, Secretary, Treasurer, Youth Development Officer; and a Regional Coach.

#### **5.4.4 Appointed Officers**

The Counties Region shall have the following Officers appointed by the Counties Region Management Committee to serve on that committee with voting rights, a Regional Umpire and Press Officer.

#### **5.4.5 Annual General Meeting**

There shall be an Annual General Meeting of members in each period of twelve calendar months convened by the CRMC for the purpose of presenting an Annual Report, Annual Accounts, election of Officers, determination of fees and subscriptions, considering motions, appointing auditors and appointing arbitrators.

#### **5.4.6 Extraordinary General Meeting**

An Extraordinary General Meeting may be called upon direction of the CRMC or upon requisition of not less than three registered clubs **AFFILIATED TO THE EPA** and signed by an officer of each of those clubs.

**5.4.7 The Quorum** for any meeting shall be a minimum of three persons present.

## **6. MEMBERSHIP**

**6.1** The following memberships of the EPA will be recognised by the Counties Region:

**6.2** Individual Membership in the following categories:

**6.2.1** Adult Members shall be players aged 18 or over on 31<sup>st</sup> December in the current year.

**6.2.2** Juniors shall be players aged under 18 on 31<sup>st</sup> December in the current year.

**6.2.3** Honorary Life Members of the EPA.

**6.3** Member Clubs shall be such Pétanque clubs as are admitted to the EPA and are located in the scope of the Counties Region or have applied to belong to the Counties Region.

**6.4** Affiliated Leagues shall be such Leagues as are admitted to the EPA and are located within the scope of the Counties Region.

**6.5** Notice of refusal or acceptance of an application for membership shall be sent to the applicant within 24 days.

## **7. ELECTIONS**

### **7.1 Nomination**

All nominations must be in writing and received by the Secretary at least 14 days prior to the AGM. The members nominated must consent in writing to be nominated and to serve if elected.

#### **7.1.1 Officers**

Candidates, who must have been members for not less than two years, or for President not less than 4 years at the closing date for nomination, must be nominated by at least 3 member.

#### **7.1.2 CRMC Members**

Each Club may nominate candidates who are EPA members, who must have been EPA members for not less than two years at the closing date for nomination.

## **8. POWERS AND DUTIES**

### **8.1. Counties Region Management Committee**

The CRMC shall have the following powers and duties:

**8.1.1** To organise and run Regional Competitions

**8.1.2** To nominate candidates to the EPA Management Committee

**8.1.3** To promote and develop the game of Pétanque within the Counties Region

**8.1.4** To organise and fund coaching

**8.1.5** To establish and maintain qualified Umpires

**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 appoint sub-committees for specified purposes and duration

**8.1.8** To co-opt additional members as and when deemed necessary or desirable

**8.1.9** To propose changes to the Constitution and Rules for the decision of members in a General Meeting of the Counties Region.

**8.1.10** To propose rates of subscription for the decision of members in a Counties Region General Meeting

**8.1.11** To hold and operate assets and funds of the Counties Region.

### **8.2 Counties Region President**

**8.2.1** Shall preside, when present, at meetings of the CRMC

**8.2.2** Shall preside, when present, at General Meetings of the Counties Region.

**8.2.3** Shall act as a counter-signatory in respect of any property or financial transactions on behalf of the Counties Region.

**8.2.4** Shall have the casting vote at any meeting

**8.2.5 County Vice President** will substitute for the President if the President is unavailable.

### **8.3 County Region Secretary**

**8.3.1** Shall convene, attend and maintain accurate Minutes of all Meetings of the Counties Region.

**8.3.2** Shall be responsible for all communications of the Counties Region.

**8.3.3** Shall have responsibility for all ECR and EPA membership duties.

### **8.4 Counties Region Treasurer**

**8.4.1** Shall operate the Counties Region's finances.

**8.4.2** Shall prepare the Counties Region's Books of Account for Audit.

**8.4.3** Shall prepare and present audited accounts to each annual meeting of the Counties Region.

**8.4.4** Shall prepare and present a budget annually for the CRMC.

## **9. FINANCE**

### **9.1 Fees**

**9.1.1** All fees relating to EPA membership for Ordinary Members, Juniors and Clubs, whether existing members of the Association or joining as new members shall be at a rate to be determined by an EPA Annual General Meeting.

**9.1.2** The fee to be retained by the Counties Region shall be at a rate to be determined by the Annual General Meeting of the Counties Region.

### **9.2 Accounts**

Proper Books of Account shall be maintained by the Treasurer and shall be available for inspection by members at any reasonable time.

### **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 Counties Region.

### **9.4 Bank Accounts**

The Counties Region shall maintain a cheque account with a Bank from time to time selected by the CRMC. 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 providing the signature requirements are those of the cheque account.

### **9.5 Grants**

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

## **9.6 Borrowing**

The Counties Region may not borrow advances of money at rates in excess of 7% above LIBOR and, in any event, may not borrow in excess of ten times its last audited annual income.

## **10. PRIVILEGES**

### **10.1 General**

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

### **10.2 Individual Members**

- 10.2.1** To receive a membership card on payment of the annual subscription.
- 10.2.2** To have particulars recorded in the Register of Members.
- 10.2.3** To attend and vote at General Meetings of the Association.
- 10.2.4** To apply to the E.P.A. for a competition licence recognised by the FIPJP.
- 10.2.5** To compete in the Association's Competitions.
- 10.2.6** To receive one copy of the current Official Rules of the Game of Pétanque.

### **10.3 Affiliated Leagues**

- 10.3.1** To appoint a representative to serve on the CRMC.
- 10.3.2** To receive one current copy of the Constitution and Rules and the Rules of Association Competitions.
- 10.3.3** To receive Notice of General Meetings and submit motions to the Annual General Meeting.
- 10.3.4** To enter teams in competitions sponsored or supported by the Association.
- 10.3.5** To participate in the requisition of an Extraordinary General Meeting.

### **10.4 Registered Clubs**

- 10.4.1** To have its particulars recorded in the Register of Clubs
- 10.4.2** To receive one current copy of the Constitution and Rules of the Association and the Association Competitions.
- 10.4.3** To receive notice of General Meetings
- 10.4.4** To submit motions to the Annual General Meeting.
- 10.4.5** To enter teams in competitions sponsored or supported by the Association.
- 10.4.6** To participate in the requisition for an Extraordinary General Meeting.

## **11. DISCIPLINE**

**11.1 Counties Region** The Counties Region Management Committee will establish a Disciplinary Tribunal to handle disciplinary matters referred to it.

**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 Counties Region Competition in respect of allegedly unacceptable conduct of any individual or club.

**11.1.3** by any Counties Region Officer in respect of allegedly unacceptable conduct by any individual or club.

**11.1.4** The CRMC may elect to refer the matter to the National Management Committee.

**11.1.5** A Club or individual shall have the right to appeal on a decision of the CRMC to the National MC.

**11.1.6** Adopt Clause 11.2 EPA Code of Conduct

## **12. DISSOLUTION**

**12.1** The Counties Region 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 Counties region.

**12.3** In the absence of designated successor bodies any funds and assets shall be donated to the EPA.

## **13. ALTERATIONS TO THE CONSTITUTION**

### **13.1 Method**

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

### **13.2 Proposals**

Proposals to amend the Constitution may be submitted by the Counties Region Management Committee, 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 a period of two calendar years has elapsed.

## **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 November or such other month and at such place as the CRMC may from time to time determine.

#### **14.1.2 Preliminary Notice**

At least 30 days before each AGM, the Secretary shall publish the date, time and place of the meeting. Those entitled and wishing to put proposals or nominations to the meeting shall submit their motions or nominations to the Secretary at least 7 days before the said AGM.

#### **14.1.3 Notice**

At least 7 days prior to the meeting the Secretary shall send by post or electronic communication to each Registered Club, Affiliated League and independent members, notice of the meeting and the agenda of the business to be transacted and details of the motions submitted and nominations received in accordance with the Constitution and Rules.

#### **14.1.4 Agenda**

The agenda shall be:

to confirm the date of notice of meeting

to receive apologies for absence

to approve the minutes of the previous Annual and any subsequent General Meetings.

to receive the President's Report

to receive other officers' reports

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

to determine the rate of the Counties Region membership fee.

to consider and, if so resolved, approve motions submitted in accordance with the Constitution and Rules

to consider amendments to the Constitution either proposed by the CRMC or by members of Affiliated Leagues and Registered Clubs

The CRMC shall decide the order in which motions will be considered and may consolidate motions.

to elect the Officers of the Counties region.

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

#### **14.2 Extraordinary General Meeting**

##### **14.2.1 Convening**

An Extraordinary General Meeting may be convened by the Secretary by direction of the CRMC or upon a requisition signed by the Club Secretaries and delivered to the Secretary on behalf of not less than three Registered Clubs or Affiliated Leagues.

##### **14.2.2 Location**

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

##### **14.2.3 Failure to Convene**

Should the Secretary not convene an Extraordinary General Meeting within 30 days of receiving a duly signed requisition, the requisitioners may convene the meeting and shall have a claim upon the Counties region for all expenses reasonably incurred in convening it.

##### **14.2.4 Notice**

The Notice convening an Extraordinary General Meeting shall be sent by post or electronic communication to every Registered Club, Affiliated League and independent member and 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.

##### **14.2.5 Quorum**

No Extraordinary General Meeting shall proceed to business unless a representative of not less than two thirds of the organisations convening the meeting are present within half an hour of the notified time of start.

##### **14.2.6. Business**

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

Adopted on November 13<sup>th</sup> 2004

Version History

1.0 Adopted on November 13<sup>th</sup> 2004 at the Inaugural Meeting of the Eastern Counties Region following amendments of draft version circulated to Officers and Secretaries, proposed and agreed at the meeting.

2.0 Item **8.4 Counties Region Treasurer** To adjust a previous clerical error sub-items renumbered as 8.4.1 – 4 on

2.7.2008

3.0 Amended at AGM 1<sup>st</sup> December 2013.