



**KENT PETANQUE  
ASSOCIATION**

AFFILIATED TO  
PETANQUE ENGLAND



**Pétanque  
ENGLAND**

# **KENT PETANQUE ASSOCIATION CONSTITUTION**

**(amended 15/11/2018)**

## **1. Name and Scope**

- .1 The association shall be called the Kent Pétanque Association hereinafter called 'The Association'
- 1.2 The scope of the Association shall be Kent.

## **2. Objects**

The Objects of the Association are to promote the game of Pétanque by all means at its disposal including

- 2.1 setting up or encouraging the formation of Pétanque clubs
- 2.2 setting up or encouraging the formation of Pétanque leagues
- 2.3 organizing competitions
- 2.4 creating centres of excellence with facilities for players to practice, coaching and holding competitions.

## **3. Official Address**

The official address of the association shall be the address of the secretary of the association or such other address as the Management Committee shall from time to time decide.

## **4. Definitions**

4.1 PE Petanque England, being the governing body for England

4.2 Members

Members shall be persons who have paid the Association's annual fee appropriate to their category as defined in clause 6.1. Membership shall not be denied to any person on the grounds of gender, race, religion, colour, politics or disability.

4.3 The Management Committee

The managing body of the Association

4.4 Affiliated Leagues

Affiliated Leagues shall be such Pétanque Leagues as are admitted to the Association in the manner described in Clause 6.3

4.5 Affiliated Clubs

Affiliated Clubs shall be such Pétanque Clubs as are admitted to the Association in the manner decried in Clause 6.2

## **5. Petanque England**

The Association shall be affiliated to Petanque England

## **6. Membership and Affiliation**

Membership of or affiliation to the Association shall be at the discretion of the Management Committee. Generally, membership and affiliation shall be open to:

## 6.1 Individuals

Any Individual resident in Kent or who is a member of a club affiliated to the Association shall be eligible for membership upon payment of the relevant fee. Members aged 18 or over on 31 December of the current year shall be adult members and members aged under 18 on 31 December in the current year shall be junior members.

## 6.2 Clubs

Any Club located in Kent or playing in a league affiliated to the association, and which satisfies the eligibility criteria for affiliation to PE shall be eligible for affiliation upon payment of the relevant fees. Affiliation to the Association by clubs from neighbouring areas outside Kent which satisfy the affiliation criteria of PE will also be permitted with the approval of the Management Committee.

## 6.3 Affiliated Leagues

Any league comprising clubs generally located in Kent and whose constitution or rules requires all players to be and remain members of the Association shall be eligible for affiliation upon payment of the relevant fees.

## 6.4 Applications for Membership

All applications for membership of or affiliation to the association must be made in writing in the form for the time being prescribed by the Management Committee. Notice of 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 advise the mechanism for appeal. Applications for affiliation from clubs outside Kent require the approval of the management committee.

# 7. Structure

## 7.1 Management Committee

The Association shall be managed by a management committee comprising elected officers, appointed officers, 1 member nominated by each affiliated league and 6 members elected from candidates nominated by affiliated clubs. The management committee shall have the authority to act on behalf of the Association, subject only to the limitations set out in this constitution.

## 7.2 Annual General Meeting

There shall be an Annual General Meeting of members in each period of twelve calendar months convened by the management committee for the purpose of receiving an annual report, annual accounts, the election of officers and management committee members, the determination of fees and subscriptions, the consideration of motions and any other business properly brought before it in accordance with the procedure set out in clause 9

## 7.3 Extraordinary General Meeting

Extraordinary General Meetings may be called by the Management Committee or at the request of not less than 4 of the affiliated clubs and leagues, signed by an officer of each of those clubs or leagues.

# 8. Management Committee and Officers

## 8.1 Elected Officers

The elected officers of the Association shall be Chairman, Secretary, Treasurer and such other officers as are resolved to be necessary by the members of the association in General Meeting. Elected officers shall be elected by the members of the association at the Annual General Meeting. Nominations for elected officers must be made by at least 2 members. Any vacancy in the position of an elected officer may be filled by a resolution of the management committee. The Chairman, Secretary and Treasurer of the Associations shall have the following duties and responsibilities:-

(a) The Chairman shall preside, when present, at the meetings of the Management Committee and of any General Meetings of the Association.

(b) The Secretary shall be responsible for convening meetings of the Management Committee and of the Association and for maintaining accurate minutes of the business transacted at those meetings.

(c) The Treasurer shall be responsible for maintaining the accounting records of the association, preparing regular financial reports and the annual accounts of the association.

## 8.2 Appointed Officers

The Association shall have such appointed officers as the Association in general meeting resolves to be necessary. Appointed officers may speak and vote at meetings of the management committee. The number of appointed officers shall not exceed the number of elected officers. Appointed officers shall be appointed by a resolution of the Management Committee.

## 8.3 Committee Members

Committee members shall be elected at the Annual General Meeting. Nominations for Committee members must be made by affiliated clubs and signed by an officer of the club.

## 8.4 Nomination of Officers and Committee Members

Nominations for the positions of elected officers or committee members must be in writing and received by the Association Secretary 14 days prior to the AGM and the members nominated must consent in writing to be nominated and to serve if elected. If there are no more nominations than vacancies for a particular office the chairman of the AGM will declare that person elected. If more than one member is nominated for a particular office a ballot of all members at the AGM will be conducted. If there are no or insufficient nominations for a particular office the chairman of the AGM may accept nominations from the floor.

## 8.5 General Powers & Duties

The management committee shall act to further the objects of the association in such manner as it deems to be expedient and desirable subject to any general or specific policies or procedures laid down by the Association in general meeting. The powers and duties of the management committee shall include the following:-

(a) To organise and run County competitions

(b) To nominate candidates for the PE Management Committee

(c) To promote and develop the game of Pétanque within the County

(d) To organise and fund coaching

(e) To establish and maintain qualified umpires

(f) To appoint a disciplinary committee when required to handle disciplinary matters as set out in clause 12

## 8.6 Powers of Co-option

The management committee shall have the power to co-opt additional members as and when deemed necessary or desirable but so that the number of such co-opted members shall not exceed the number of elected members

## 8.7 Power to appoint sub committees

The management committee shall have powers to appoint sub committees for specified purposes and duration.

## 8.8 Proceedings

The Chairman of the meeting shall be the Association Chairman. In the absence of the Association Chairman the meeting shall elect another officer to act as chairman. The resolution of a simple majority present and voting at a committee meeting shall be binding. In the event of a tie the chairman shall have a second or casting vote. A quorum shall consist of not less than 7 members.

# 9. Annual General Meeting

## 9.1 Timing

The Annual General Meeting shall, subject to clause 7.2 of the constitution be held in the month of November or such other month as the management committee may from time to time determine but not more than 15 months from the date of the previous annual general meeting.

## 9.2 Preliminary Notice

At least 42 days before each Annual General Meeting, 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 14 days before the said Annual General Meeting.

## 9.3 Notice

At least 7 days prior to the meeting the Secretary shall send by post to each affiliated club and each affiliated league, notice of the meeting and the agenda of the business to be transacted and details of any motions submitted and nominations received in accordance with the constitution.

## 9.4 Agenda

The agenda shall be:-

- (a) to confirm the date of notice of the meeting
- (b) to receive apologies for absence
- (c) to approve the minutes of the previous Annual and any Subsequent General Meeting
- (d) to receive the chairman' report
- (e) to receive and if so resolved adopt the Association's Accounts and the Financial reports
- (f) to determine the rates of the Association's membership and affiliation fee(s)
- (g) to consider and if so resolved approve motions submitted in accordance with the Constitution
- (h) to elect the Association Officers
- (i) to appoint an auditor or auditors

(j) to consider such other business as the chairman may admit. No vote to be taken.

#### 9.5 Proceedings

The Chairman of the meeting shall be the Association Chairman. In the absence of the Association Chairman the meeting shall elect another officer to act as chairman. The resolution of a simple majority present and voting at a meeting shall be binding. In the event of a tie the chairman shall have a second or casting vote. A quorum shall consist of not less than 7 members.

### **10. Extraordinary General Meeting**

#### 10.1 Convening

An Extraordinary General Meeting shall be convened by the Secretary by direction of the management committee in accordance with a request made pursuant to clause 7.3. The meeting shall be held at such time and place as the management committee shall determine.

#### 10.2 Failure to Convene

Should the Secretary not convene an Extraordinary General Meeting within 42 days of receiving a duly signed request, the applicants may convene the meeting and shall have a claim upon the Association for all expenses reasonably incurred in convening it.

#### 10.3 Notice

The notice convening an Extraordinary General Meeting shall be sent by post to every affiliated league and affiliated club 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.

#### 10.4 Quorum

No Extraordinary General Meeting shall proceed to business unless representatives of not less than two thirds of the organisations by whom it was requested are present within a half an hour of the notified time of start.

#### 10.5 Business

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

#### 10.6 Proceedings

An Extraordinary General Meeting will be conducted in accordance with the same rules applicable to the conduct of the Annual General Meeting as set out in clause 9.5

### **11. Finance**

#### 11.1 Fees

All Association membership and affiliation fees shall be determined by the Annual General Meeting of the Association

#### 11.2 Accounts

Proper books of account shall be maintained by the treasurer and shall be available for inspection by members at any reasonable time.

#### 11.3 Expenses

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

#### 11.4 Bank Accounts

The funds of the Association shall be kept in such bank or building society accounts in the name of the Association as are from time to time selected by the Management Committee. Any such accounts shall operate under the joint signatures of the treasurer and 1 or more officers.

#### 11.5 Grants

The Association may make grants or donations to persons or organisations in the furtherance of its objectives but not otherwise

#### 11.6 Borrowing

The Association 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 the annual income disclosed in the preceding annual accounts.

### **12. Discipline**

#### 12.1 Disciplinary Tribunal

The Management Committee will appoint a disciplinary tribunal to handle disciplinary matters referred to them:-

(a) in respect of appeals from the decisions of Affiliated Leagues or Clubs where the Constitutions or Rules of such allow such reference

(b) by an Umpire or Official of any Association Competition in respect of alleged conduct of any individual or club

(c) by any Association Officer in respect of alleged unacceptable conduct of any individual or club.

#### 12.2 Referral

The Management Committee may elect to refer the matter to the Management Committee of the PE

#### 12.3 Right of Appeal

A club or individual shall have the right to appeal to the Management Committee of PE from any decision made by the Association Disciplinary Tribunal.

### 13. Dissolution

The Association may be dissolved at any time by consent of a majority of two thirds of members voting in a ballot. 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 a successor body or a body or bodies with similar objects to the association. In the absence of any such resolution any funds and assets shall be donated to PE.

### 14. Alteration to Constitution

#### 14.1 Method

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

#### 14.2 Proposals

Proposals to amend the constitution may be submitted by the Management Committee, Affiliated Leagues or Affiliated Clubs.

#### 14.3 Time Limit

No proposal to amend the constitution which has been defeated, nor of any like effect, shall again be proposed until a period of two calendar years has elapsed.



Updated in line with proposals after the KPA AGM, November 2018