

# CONSTITUTION OF THE LIBERATION PETANQUE CLUB

## 1. NAME

The Club shall be known as “**Liberation** Pétanque Club”.

## 2. HEADQUARTERS

The Club’s headquarters/matches played shall be at the Weighbridge.

## 3. OBJECTIVES

3.1 The aim of the Club shall be to foster and to encourage the playing of the sport of Pétanque.

3.2 The Club shall endeavour be affiliated to the Jersey Pétanque Association.

## 4. GENERAL MEETINGS

4.1 All members of the General Committee shall have one vote each at committee meetings, then, should it be necessary the Chairman will have a casting vote.

4.2 A quorum for all General Committee meetings shall be three voting members.

4.3 Minutes and records of attendance at all meetings shall be kept by the Honorary Chairman / Secretary.

4.4 The General Committee shall be made up of the Club’s Executive Committee which will consist of the Chairman, Vice Chairman, Treasurer and Competitions Officer plus members elected to the posts of Secretary, Promotion & Events Officer and Marketing and Media Officer.

## 5. ANNUAL GENERAL MEETINGS

5.1 The Annual General Meeting of the Club shall be held during the month of February or March or at such time as decided by the Executive Committee.

5.2 Three weeks’ notice of a forthcoming Annual General Meeting must be given to all fully paid-up members of the Club.

5.3 Items for the agenda of the Annual General Meeting must be given to the Honorary Chairman two weeks prior to the date of the Annual General Meeting.

5.4 At the Annual General Meeting it is one member one vote. Only fully paid up members have the right to attend and vote.

5.5 Extraordinary General Meetings can be called at any time by the Club’s General Committee or by one third of the remaining fully paid-up members of the Club.

5.6 Notwithstanding anything expressed in this Constitution regarding the entitlements of Members, the conduct of Annual General Meetings and Extraordinary General Meetings and voting procedures, the following rules shall apply in respect of the use of proxies.

- 5.7 Members shall be entitled to appoint another Member (including a Member of the Management Committee) to attend any such Meeting on their behalf, as their proxy, and to vote (or abstain from voting) on any, or all, of the propositions appearing on the agenda.
- 5.8 A Member can only act as the proxy for a maximum of two other Members at the same Meeting and must be in attendance at that Meeting. In the event that more than two forms of proxy, received by the Chairman, appoints the same Member then all such proxies received shall be deemed invalid. It is the sole responsibility of the donor of the proxy to notify the person they are appointing as their proxy and to satisfy themselves that such person will not be appointed as a proxy for more than two Members for the same Meeting.
- 5.9 A form of proxy, in a general format to be decided upon by the Chairman, shall be circulated with the Agenda of the Annual General Meeting/Extraordinary General Meeting and shall list the specific propositions that will be voted upon at such Meeting. These are the only propositions that the holder of the proxy may vote upon on behalf of the donor Member.
- 5.10 Forms of proxy must specify the name of the donor Member, the name of the donee Member and be signed/dated by the Donor Member. Completed forms of proxy, only in the format circulated by the Chairman, shall be returned to the Chairman, by post or email, to arrive no later than noon on the day of the Meeting.
- 5.11 The donor Member shall provide specific instructions in the form of proxy as to whether the holder of the proxy shall vote "for", "against" or abstain from voting in respect of each individual proposition. In the event that no such direction is given in respect of a particular proposition, the instruction shall be regarded as being to abstain on that proposition.
- 5.12 Members are not permitted to direct their proxy to vote or abstain as the proxy deems fit and the forms of proxy shall not include such a possibility.
- 5.13 After each and every proposition voted upon at a Meeting, the Secretary shall then announce details of how many, if any, forms of proxy have been received in respect of that proposition, from whom, details of the holder of such proxy and the voting/abstaining directions given. Such instructions shall then be included in the votes cast "for" and "against" (and abstentions) to determine the result of the proposition, provided that the holder of the proxy is present at the time.

## **6. OFFICERS**

- 6.1 The Executive of the Club shall be the Club Chairman, Vice Chairman, Competitions Officer and Treasurer.
- 6.2 The Club's General Committee shall be made up of the Executive plus members elected to the posts of Secretary, Promotion & Events Officer and Marketing and Media Officer. The Executive have the power to co-opt other members as and when a need arises.
- 6.3 Members playing in the Doubles Leagues will elect their Captain.

## **7. FINANCE**

- 7.1 A record of all incoming monies and expenditures shall be maintained by the Honorary Treasurer, who shall produce an audited record of the Club's accounts for The Annual General Meeting
- 7.2 The Club's financial year shall run from 1st January to the 31<sup>st</sup> December.

- 7.3 The Club's funds shall be deposited at a Building Society or Bank under the exclusive name of Liberation Pétanque Club. All transactions by cheque must be signed by two nominated members of the Club.
- 7.4 The Club's annual subscription shall be decided by the General Committee.
- 7.5 All reasonable expenses incurred by a member of the Club, on official club business, approved by the Executive, shall be reimbursed from Club funds.
- 7.6 Membership will lapse if fees have not been paid by the beginning of the Liberation Pétanque Club's membership year.

**8. MEMBERSHIP**

- 8.1 Membership shall not be denied to any person on the grounds of sex, race, religion, colour, politics or disability.
- 8.2 The General Committee have the right to refuse or revoke membership on non-discriminatory grounds, where the membership, or continued membership, of the person concerned would be likely to not be in the best interests of the sport or the good conduct and interests of the club. There will be fourteen days in which to appeal. Any appeal will be decided by the Executive Committee and the person notified in writing.
- 8.3 The Executive Committee have the right to remove a member elected to the General Committee should they be deemed to have failed in the duties they were elected to carry out.
- 8.4 Only paid-up members have the right to enter competitions organised by the Club.

**9. DISSOLUTION**

The Club may be dissolved at any time by the consent of two-thirds of the fully paid-up members of the Club. Any funds and assets shall be donated to the **Jersey Children's Charity**.

Agreed

Signed ----- Club Chairman

Signed ----- Club Treasurer

Date-----