

THE HORNSEY PETANQUE CLUB

CONSTITUTION

NAME

The Club shall be called 'The Hornsey Petanque Club' (hereinafter called "The Club").

AIMS AND OBJECTIVES

- 1) Promote public awareness of and play of the sport of Petanque.
- 2) Offer coaching and competitive opportunities for its Members in the sport of Petanque.
- 3) To manage The Club's facilities.
- 4) The Club will actively promote a policy of non-discrimination.
- 5) To promote links via affiliation to the English Petanque Association.

MEMBERSHIP

- 1) The Club shall consist of Officers and Members.
- 2) The membership of The Club shall be open and not unreasonably restricted on the grounds of sex, race, disability, political, religious, or other opinions to any person in the area who is prepared to accept and support the objectives of The Club.
- 3) Membership is active upon payment of the agreed membership fee, subject to approval by the Committee, which will not be unreasonably withheld.
- 4) Membership will be considered to have lapsed if fees have not been paid to the Treasurer within one week of the due date.
- 5) The Club has a right to withdraw membership at any time, subject to appeal.

MEMBERSHIP FEES

- 1) Membership fees shall be proposed by The Club's Committee for acceptance at the Annual or Extraordinary General Meetings.
- 2) Membership Fees fall due on January 24th of each year and are payable to the Club Treasurer.

OFFICERS

- 1) The Officers of The Club shall be Chairperson, Deputy Chairperson, Secretary and Treasurer.
- 2) These Officers shall hold office for ONE year, being elected annually at The Club's Annual General Meeting.
- 3) All Officers shall retire annually but be eligible for re-appointment.
- 4) The Officers will form the Executive Committee with overall responsibility for the affairs of The Club. Sub-committees may also be established from time to time to manage specific projects.

FINANCE

- 1) All monies raised by or on behalf of The Club shall be used for The Club and no other purpose.
- 2) The Club Treasurer is responsible for operating all financial matters relating to The Club.
- 3) The financial year will end on December 31st of each year as agreed by The Club's Committee.
- 4) A complete record of all incoming monies and expenditure shall be maintained by the Treasurer, who shall produce a statement of accounts to be presented at the Annual General Meetings of The Club.
- 5) The Club's funds shall be deposited in a Bank or Building Society in the exclusive name of Hornsey Petanque Club
- 6) Payments made from The Club's Account shall be approved by the Treasurer and Chairperson.

ANNUAL GENERAL MEETINGS AND OTHER MEETINGS

- 1) The Annual General Meeting (AGM) shall be held every year during the month of January; the annual report of the Committee and the statement of accounts up to the end of the financial year shall be presented.
- 2) At least 14 days' notice of the date of the AGM shall be given to all Members by the Club Secretary.
- 3) At least 7 days' notice of General Meetings will be given to all Members by the Club Secretary.
- 4) The dates of the AGM and General Meetings of the Committee shall be determined by the Committee.
- 5) Election of Officers will be held at an AGM: Nominations for Officers shall be received by the Secretary not less than 7 days prior to the AGM.
- 6) Nominations and Resolutions shall require two signatures.
- 7) Nominations and Resolutions shall only be accepted from Members eligible to vote at the AGM.
- 8) All Members shall be entitled to vote at General Meetings of The Club and shall have equal voting rights.
- 9) The quorum for a General Meeting shall be 25% of the voting membership.
- 10) The Committee shall have the power to call an Extraordinary General Meeting (EGM) by decision of a simple majority of Committee Members.
- 11) An EGM may be called by an application in writing to the Secretary signed by not less than 25% of eligible Members.
- 12) The Secretary will keep records of all meetings.

VOTING PROCEDURES

- 1) Each paid-up Member shall be entitled to ONE (ordinary) vote.
- 2) A motion shall be carried by a simple majority of those present and able to vote.
- 3) A motion to amend the constitution must have a two-thirds majority of those present and eligible to vote.
- 4) The Chair shall have a casting vote in addition to an ordinary vote.

DISCIPLINE AND APPEALS

- 1) The Committee can take appropriate disciplinary action against any Member and shall have the authority to either warn or terminate the membership of any Member found guilty of conduct deemed to be to the detriment of The Club and/or a breach of the Code of Conduct.
- 2) All complaints must be given in writing to the Club Secretary and passed to the Club Chair who will raise the complaint with the Club Committee to inform decision-making.
- 3) There shall be the right of appeal against any decision made by The Committee.
- 4) The appeal should normally be considered within 28 days of it being received by the Secretary.
- 5) The Appeals Committee shall meet in person and comprise a Member of the Executive Committee and two club Members appointed by the Executive Committee. The Appellant shall have the right to attend and be accompanied by a friend as support who need not be a member of The Club.

DISSOLUTION PROCEDURES

- 1) The Club may be dissolved at any time by the consent of at least two-thirds of Members.
- 2) Any assets will cover any outstanding debts and liabilities. In the event of any assets remaining following this process, the Committee will decide on appropriate allocation.

REVIEW OF THE CONSTITUTION

The Constitution shall be reviewed annually by the Committee.

DECLARATION

The Officers of the Hornsey Petanque Club hereby accept this Constitution as a current operating guide regulating the actions of all its Members.

Signature

Chairperson: *Peter Emery*
Deputy Chairperson: *Glanville Neale*
Treasurer: *John Wilkinson*
Secretary: *Tania Simon*

September 2024