



CHILTERN REGION EPA

www.chilternpetanque.org.uk

CHILTERN REGION CONSTITUTION

1. Name and Scope

- 1.1 The Region shall be called the Chiltern Region.
- 1.2 The scope of the Region shall be the Counties of Herts, Beds & Northants

2. Objects

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

- 2.1 Setting up or encouraging the formation of EPA member leagues.
- 2.2 Encouraging and supporting the formation of affiliated clubs.
- 2.3 Organizing competitions
- 2.4 The creation of centres of excellence with facilities for practice, coaching and holding of competitions.

3 Office Address

The office address of the Region shall be that which the CRMC shall decide from time to time as considered necessary.

4. Definitions

4.1 EPA

The English Pétanque Association, being the governing body for England.

4.2 Members

Members shall be persons who have paid the 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, sexual orientation or disability.

4.3 MC

Management Committee: the managing body of the EPA.

4.4 CRMC

Chiltern Region Management Committee: the managing body of the Chiltern Region.

4.5 Affiliated Leagues

Affiliated Leagues shall be such Pétanque Leagues as are admitted to the Chiltern Region in the manner described in the Constitution.

4.6 Registered Clubs

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

4.7 FIPJP

The Fédération International 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 unattached.

5.2 Club

To register, a club must have a Chairman, Secretary and Treasurer, all of whom must be EPA Members.

5.3 Affiliated League

A Pétanque League Affiliated to the EPA.

5.4 Chiltern Region

5.4.1 Powers

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

5.4.2 Chiltern Region Management Committee

The Chiltern Region shall be managed by a Management Committee comprising elected Officers, appointed Officers, and a maximum of 4 (four) members elected from candidates nominated by Clubs.

5.4.3 Elected Officers

The Chiltern Region shall have the following elected officers Chairman, Vice Chairman, Secretary, Treasurer, Competition Secretary, Membership Secretary, Public Relations Officer, Team Manager.

5.4.4 Appointed Officers

The Chiltern Region shall have the following officers appointed by the Chiltern Region Management Committee to serve on that committee with voting rights, Regional Coach, Regional Umpire, and Regional YDO.

5.4.5 Elected Members

The Chiltern Region shall have a maximum of 4 (four) members elected from candidates nominated by Registered Clubs.

5.4.6 Term of Office

5.4.6.1 The term of office for all CRMC officers shall be 2 years.

5.4.6.2 To maintain continuity on the CRMC the posts of Chairman, Treasurer, Membership Secretary and Team Manager of the elected officers shall be offered to the membership for re-election / nomination every even numbered year. Expressions of interest for the appointed posts of Regional Coach and Regional YDO will also be invited in the even numbered year and appointments made at the first meeting of the new Committee. The posts of Vice Chairman, Secretary, Competition Secretary, Public Relations Officer of the elected officers shall be offered to the membership for re-election/nomination every odd numbered year along with an invitation for expressions of interest for the appointed post of Regional Umpire with the appointment being made at the first meeting of the new Committee.

5.4.6.3 The term of office for all CRMC elected members shall be one year.

5.4.6.4 Notwithstanding clause 5.4.6.2 if and when any of the Elected Officer positions becomes vacant the position shall be offered to the membership for election at the next AGM.

5.4.7 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, consider motions.

5.4.8 Extraordinary General Meeting

Extraordinary General Meetings may be called upon direction of the CRMC or upon a requisition of not less than 10 [ten] registered clubs signed by an officer of each of those clubs.

6. Membership

6.1 The following individual memberships of the EPA will be recognised by the Chiltern Region.

6.1.1 Ordinary Members shall be players aged 18 or over on 31st December in the current year.

6.1.2 Juniors shall be players aged under 18 on 31st December in the current year.

6.1.3 Cadets shall be players aged under 14 on 31st December in the current year.

6.1.4 Minors shall be players aged under 11 on 31st December in the current year.

6.1.5 Honorary Life Members of the EPA.

6.2 Member Clubs shall be such Pétanque Clubs as are admitted to the EPA and are located in the scope of the Chiltern Region or who have applied to belong to the Chiltern Region and been accepted by the CRMC or who have been invited to join the Region by the CRMC.

6.3 Affiliated Leagues shall be such Leagues as are admitted to the EPA and are located in the scope of the Chiltern Region or who have applied to belong to the Chiltern Region and been accepted by the CRMC or who have been invited to join the Region by the CRMC.

6.4 Notice of the refusal or acceptance of an application shall be sent to the applicant within 14 days and in the case of refusal shall give the reasons.

7. Elections

7.1 Nomination

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

7.1.1 Elected Officers

Candidates, who must have been a Member for not less than 2 years (Chairman 4 years) at the closing date for nomination, must be nominated by at least 3 members.

7.1.2 Elected Members

Each Club may nominate candidates, who must have been a Member for not less than 2 years at the closing date for nomination.

7.2 Election.

7.2.1 If there are no more nominations than vacancies for a particular office then the Presiding Officer at the AGM shall declare that member or officer to be elected. If more than one member or officer is nominated for a particular office a ballot of all members at the AGM will be conducted.

7.2.2 It is permissible for Elected Members to be proposed, seconded and co-opted on to the Committee at times other than the AGM.

8 Powers and Duties

8.1 Chiltern Region Management Committees

The CRMC shall have the following powers and duties

8.1.1 To organize and run Chiltern Region Competitions.

8.1.2 To nominate candidates to the EPA MC.

8.1.3 To receive Notice of EPA General Meetings and submit motions to the EPA Annual General Meeting

8.1.4 To participate in the requisition for an EPA Extraordinary General Meeting

8.1.5 To promote and develop the game of pétanque within the Chiltern Region.

8.1.6 To organize and fund coaching.

- 8.1.7 To establish and maintain qualified Umpires.
- 8.1.8 To establish as and when required disciplinary tribunals to hear and determine appeals in accordance with Clause 11.
- 8.1.9 To appoint sub-committees for specified purposes and duration.
- 8.1.10 To co-opt additional members as and when deemed necessary or desirable.
- 8.1.11 To propose changes to the Constitution and Rules for the decision of the members at the Annual General Meeting (AGM) of the Chiltern Region.
- 8.1.12 To propose rates of subscription for the decision of the members at the Chiltern Region AGM.
- 8.1.13 To hold and operate assets and the funds of the Chiltern Region.
- 8.1.14 To arrange/appoint delegates to attend the EPA Congress

8.2 Chiltern Region Chairman

- 8.2.1 Shall preside, when present, at meetings of the CRMC.
- 8.2.2 Shall preside, when present, at Annual General Meetings and Extraordinary General Meetings of the Chiltern Region.
- 8.2.3 Shall act as a counter-signatory in respect of any property or financial transactions on behalf of the Chiltern Region.

8.3 Chiltern Region Vice Chairman

Shall carry out the duties as set out in Clause 8.2 in the absence of the Chairman

8.4 Chiltern Region Secretary

- 8.4.1 The Chiltern Region Secretary shall convene, attend and maintain accurate Minutes of all Meetings of the Chiltern Region.
- 8.4.2 The Chiltern Region Secretary shall be responsible for all communications of the Chiltern Region.

8.5 Chiltern Region Treasurer

- 8.5.1 To operate the Chiltern Region's finances.
- 8.5.2 To prepare the Chiltern Region's Books of Account for Audit.
- 8.5.3 To prepare and present audited accounts to each AGM of the Chiltern Region.
- 8.5.4 To prepare and present a budget annually for the CRMC.

8.6 Chiltern Region Membership Secretary

- 8.6.1 To undertake the administration of Region membership
- 8.6.2 To maintain the register of Members, Clubs and Leagues

8.7 Chiltern Region Public Relations Officer

- 8.7.1 To promote the sport of petanque throughout the Region

9 Finance

9.1 Fees

The fee to be retained by Chiltern Region shall be at a rate to be determined from time to time by the Annual General Meeting of the Chiltern Region based, in all cases, on the membership fees set by EPA.

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 incurred on behalf of the Region.

9.4 Bank Accounts

The 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 provided the signature requirements are as those for the cheque account.

9.5 Grants

The 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 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 10 [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 EPA and shall be entitled to:

10.2 Individual Members

- 10.2.1 Receive a membership card on payment of the annual subscription.
- 10.2.2 Have particulars recorded in the Register of Members.
- 10.2.3 Submit motions to, attend and vote at Region's Annual General Meetings.
- 10.2.4 Have the membership card upgraded to an international licence recognised by the FIPJP.
- 10.2.5 Compete in the Association's Competitions at County and National level and in international competitions, if in possession of a valid FIPJP recognised licence.
- 10.2.6 Receive one copy of the current Official Rules of the Game of Pétanque.
- 10.2.7 To participate in the requisition of an Extraordinary General Meeting
- 10.2.8 Submit motions to, attend and vote at, EPA Congress, Annual General Meetings and Extraordinary General Meetings

10.3 Affiliated Leagues

- 10.3.1 Receive one current copy of the Constitution, the Bye-laws, the Standing Orders for Meetings and the Rules of national competitions.
- 10.3.2 Receive Notice of Region's Annual General Meetings and Extraordinary General Meetings and submit motions to the Annual General Meeting.
- 10.3.3 Enter teams in competitions sponsored or supported by the Region
- 10.3.4 To participate in the requisition for an Extraordinary General Meeting.

10.4 Registered clubs

- 10.4.1 Have its particulars recorded in the Register of Clubs.
- 10.4.2 Receive one current copy of the Constitution & Rules of Region's competitions.
- 10.4.3 Receive Notices of Annual General Meetings & Extraordinary General Meetings.
- 10.4.4 Submit motions to the Annual General Meetings
- 10.4.5 Enter teams in competitions sponsored or supported by the Region.
- 10.4.6 To participate in the requisition for an Extraordinary General Meeting.

11 Discipline

11.1 Chiltern Management Committees will establish a Disciplinary Tribunal to handle disciplinary matters referred to them

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 Chiltern Region Competition in respect of alleged unacceptable conduct of any individual or club.

11.1.3 By any Chiltern Region Officer in respect of alleged unacceptable conduct of any individual or club.

11.1.4 In writing by any Chiltern Region Member in respect of alleged unacceptable conduct of any individual or club.

11.2 The CRMC may elect to refer any matter to the national MC.

11.3 A club or individual shall have the right to appeal a decision of the CRMC to the National MC.

12 Dissolution

12.1 The 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 Region.

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

13 Alterations to Constitution

13.1 The constitution of the Chiltern Region may be rescinded or altered by vote of two-thirds of the Members present at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose.

13.2 Motions to amend the constitution may be submitted by the Chiltern Region Management Committee, Individual Members, Affiliated Leagues or Registered Clubs.

13.3 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 the month of 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 36 working days before each Annual General Meeting, the Secretary shall publish the date, time and place of the meeting. Those entitled and wishing to put motions or nominations to the meeting shall submit them to the Secretary at least 14 working days before said Annual General Meeting.

14.1.3 Notice

At least 7 working days prior to the meeting the Secretary shall send by post to each Registered Club and 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 and Rules.

14.1.4 Agenda

The agenda shall be:

- (a) To confirm the date of notice of 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's Report.
- (e) To receive and, if so resolved, adopt the Region's accounts and the Auditor's and Financial reports.

(f) To approve the rates of the Region's membership fees determined by CRMC.

(g) To elect Elected Officers and Elected Members

(h) To consider and, if so resolved, approve motions submitted in accordance with the Constitution

(i) To amend the Constitution

(ii) Proposed by the CRMC

(iii) Proposed by Affiliated Leagues, Registered Clubs or Members

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

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

14.2 Extraordinary General Meeting

14.2.1 Convening

The Secretary may convene an Extraordinary General Meeting 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 10 [ten] Registered Clubs and 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 36 working days of receiving a duly signed requisition, the requisitioners may convene the meeting and shall have a claim upon the 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 to every Affiliated League and Registered Club 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.

January 2018
Chiltern Region Committee.

www.chilternpetanque.org.uk

Sponsored by – *ILM International Labmate Ltd*

