

10th August 2009

CONSTITUTION

1. **NAME:** - The Club shall be called **Racing Club Petanque** (herein after called "The Club" or "RCP").
2. **AFFILIATION:** - The Club shall be affiliated to the English Petanque Association and The Southern Counties Petanque Association.
3. **THE AIMS AND OBJECTIVES OF THE CLUB.**
 - 3.1. To promote and play the sport of Petanque. Offer coaching and competitive opportunities for its members in the sport of Petanque. To manage The Club's playing facility in Down Grange Basingstoke.
 - 3.2. The aims and objectives of The Club will be consistent with the furthering of equal opportunities for all groups in the playing of Petanque.
4. **MEMBERSHIP:** - The Club shall consist of the officers and the members.
 - 4.1. 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.
 - 4.2. In accepting membership, a person agrees to abide by the constitution of The Club and the rulings of the Club's Executive Committee.
 - 4.3. Members under the age of 18 years shall be considered as junior members.
 - 4.4. Junior members shall not have the right to vote at meetings, but are entitled to elect from amongst themselves one representative who shall have the right to vote as a full member on the committee of the Club.
 - 4.5. All members will be members of the Basingstoke Rugby Club and English Petanque Association.
 - 4.6. Visitors and Guests will all be considered as prospective members of the RCP. They will be allowed to attend three times and then will be required to join the RCP. A Visitors Book will be kept and updated with the details of visitors and guests.
 - 4.7. All incidents and accidents will be recorded in the Accident Book with details of individuals, date, time and what occurred. Remedial actions will also be minuted at the next meeting as appropriate.
 - 4.8. The Accident book and Visitors Book will be maintained by a nominate member.
 - 4.9. The RCP accepts the policies and procedures of the English Petanque Association in respect of ethical matters, race relations and the protection of vulnerable individuals.
5. **MEMBERSHIP FEES:** -
 - 5.1. Membership fees shall be proposed by The Club's Executive Committee for acceptance at an Annual or extraordinary General Meeting.
 - 5.2. Annual membership fees fall due on 31st January of each year and are payable to the Club Treasurer.
 - 5.3. The Club Executive Committee may decide upon other charges or subscriptions for acceptance at an Annual or extraordinary General Meeting.
6. **OFFICERS.**
 - 6.1. The officers of The Club shall be President, Chairman, Secretary, Treasurer, and Club Captain.
 - 6.2. These officers shall hold office for a calendar year, being elected annually at the Club Annual General Meeting (see paragraph 9). All officers shall retire annually but shall be eligible for re-appointment.
 - 6.3. Any casual vacancy occurring may be filled by the Executive Committee.
 - 6.4. The President will normally be a senior official of Basingstoke Rugby Football Club.
7. **EXECUTIVE COMMITTEE.**

The management of The Club shall be vested in the Executive Committee (hereinafter called the Executive Committee). The Executive Committee shall comprise of: - The Chairman, Secretary, Treasurer, Club Captain and two elected club members.

- 7.1. The Executive Committee shall act for the members. Liabilities incurred shall fall upon the membership (provided they act in accordance with the constitution, in honesty and good faith).
- 7.2. Meetings of the Executive Committee shall be convened by the Secretary, and the committee shall meet quarterly or at the discretion of the Committee.
- 7.3. The quorum necessary for the transaction of business at Executive Committee meetings shall be four present and eligible to vote.
- 7.4. Every question at a meeting of the Executive Committee shall be determined by a majority of the vote of the members present and voting, every member having one vote. In the event of an equality of votes, the Chair of the meeting shall have a casting vote.
- 7.5. The interpretation of the Club constitution shall be vested in the Executive Committee, who shall decide all questions relating to the Club, save those specified in, or involving an amendment to the constitution.
- 7.6. The Executive Committee shall be responsible for considering any application for membership and shall decide if this application should be accepted. This decision shall be in accordance with a non-discriminatory policy.
- 7.7. The Executive Committee may employ professional officers at its discretion.

8. FINANCE.

- 8.1. All monies raised by, or on behalf of the club, shall be for the Club and for no other purpose.
- 8.2. The Club Treasurer is responsible for the finances of The Club.
- 8.3. The financial year of The Club ends on 31st December of each year.
- 8.4. Proper accounts shall be kept of all sums of money received and paid out of the Club.
- 8.5. An agreed statement of accounts, up to and including this date, shall be presented at the Annual General Meeting of the Club.
- 8.6. The funds of the Club shall be lodged at a bank or building society in an account in the name of The Club, and all cheques, drafts etc., drawn on these accounts shall be signed by any two of the following officers...The Chairman, Secretary and Treasurer.

9. ANNUAL GENERAL MEETINGS AND OTHER MEETINGS.

- 9.1. The Annual General Meeting (AGM) of The Club shall be held in every year during the month of January, when the annual report of the Executive Committee and the Audited statement of accounts up to the end of the financial year shall be presented.
- 9.2. Not less than 30 days notice of the date of the AGM shall be given to all members by the Secretary.
- 9.3. The AGM shall elect such officers of The Club as it may from time to time determine.
- 9.4. Nominations for Officers and Resolutions to change the Constitution shall be received by the Secretary, not less than 14 days prior to the AGM. Nominations and Resolutions shall require two signatures. Nominations and Resolutions shall only be accepted from persons eligible to vote at the AGM.
- 9.5. The dates of the general meetings and of the Executive Committee meetings shall be determined at the previous meeting. In addition, the Chair may call a meeting when she/he considers it necessary or desirable, or upon the written request of at least 50% of members of the Executive Committee.
- 9.6. All members shall be entitled to vote at general meetings of the Club and shall have equal voting rights (see paragraph 4.5).
- 9.7. The quorum for general meetings shall be 25% of the voting membership.
- 9.8. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 25% of the eligible members. The Executive Committee shall have the power to call an EGM by decision of a simple majority of its members,

10. VOTING PROCEDURES.

- 10.1. Each member shall be entitled to one vote.
- 10.2. A motion shall be carried by a simple majority of those present and voting, except when the motion is a constitutional amendment, which shall require a two-thirds majority.
- 10.3. The Chair shall have casting vote in addition to a deliberative vote.

11. PROPERTY AND STAFF.

- 11.1. Responsibility for all property owned or leased by the Club, and for the employment of paid staff and volunteers rests with the Executive Committee. Responsibility for all personal property remains with the individual member.
12. DISCIPLINE AND APPEALS.
- 12.1. The Executive Committee shall have the power to take appropriate disciplinary action against any member, and shall have the authority to terminate the membership of any member guilty of conduct deemed to be to the detriment of the Club.
- 12.2. There shall be the right of appeal to the Executive Committee, or an Appeal Committee set up by it to act on its behalf, against any decision made by an officer of the Club.
- 12.3. The appeal should normally be considered within 14 days of it being received by the Secretary.
13. DISSOLUTIONS PROCEEDURES
- 13.1. The Club may be wound up on a resolution of the members, passed by a two-thirds majority at a meeting special convened for that purpose upon the request of 50% of members of the Club. At least 30 days notice of the meeting shall have been sent to all members of the Club.
- 13.2. In the event of the passing of the resolution to wind up the Club, the members of the Club shall appoint a representative committee which shall be empowered to draw up a plan within 14 days to distribute the assets, including cash and investments in hand. This committee will then call a meeting of all Club members to discuss and agree their recommendations. No Club Member shall obtain any asset from the Club.
14. REVIEW OF THE CONSTIUTION,
- 14.1. This constitution shall be reviewed on an annual basis.
- 14.2. Amendments to the Constitution shall only be agreed at AGMs.
- 14.3. Additions to, or alterations of, the constitution shall be submitted to the Secretary not less than 21 days before the date of the AGM, or with a request for a special meeting of Club members. No resolution involving an amendment to the constitution may be proposed or amended from the floor of a meeting.
- 14.4. In the event of a proposal for amending the constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days before the AGM.
- 14.5. Any amendments to the proposed motion duly proposed and seconded in like manner shall be submitted in writing to the Secretary not later than 21 days before the said meeting.
- 14.6. Any alteration to the constitution shall require a two-thirds majority of members present and voting.
- 14.7. In the event of any question or matter arising which is not provided in the constitution, such as question or matter shall be dealt with by the Executive Committee, whose decision shall be final.

Signed



Chairman

Signed



Secretary

Amended at the AGM 11th January 2010

All Officers and Committee members shall be re elected annually. Providing the person is in agreement themselves there is no limit to the number of times a member can serve.

The Clubs accounting records shall be checked for accuracy annually by the Chairman and a club member who volunteers at the AGM. Acceptance of the accuracy will be signified by signatures of the Chairman and club member showing on the book of account.

Signed

Chairman



Secretary



Date 7/03/10