**Constitution and Rules**

[1 Name 1](#_Toc406850537)

[2 Objects 1](#_Toc406850538)

[3 Powers 1](#_Toc406850539)

[4 Membership 2](#_Toc406850540)

[5 Records 2](#_Toc406850541)

[6 Discipline 2](#_Toc406850542)

[7 General Meetings 3](#_Toc406850543)

[8 TVDPA Officers 3](#_Toc406850544)

[9 TVDPA Management Committee 5](#_Toc406850545)

[10 Elections 5](#_Toc406850546)

[11 Finance 6](#_Toc406850547)

[12 Alterations to the Constitution & Rules 6](#_Toc406850548)

[13 Dissolution 7](#_Toc406850549)

[14 Administrative Rules 7](#_Toc406850550)

[15 Document Version 8](#_Toc406850551)

# Name

The name shall be the Thames Valley District Pétanque Association (TVDPA). The name of the TVDPA shall be mentioned in legible characters in all business letters, notices, advertisements and other publications of the TVDPA.

# Objects

The Objects of the TVDPA are to promote the sport of Pétanque by all means at its disposal,

1. By promoting public awareness of the sport.
2. By organising leagues and competitions.
3. By instructing in the sport.

# Powers

The TVDPA shall have full power to do all such things as are lawful, necessary, expedient or considered desirable for the welfare, protection or assistance of, or helpful in any manner to its members and for the accomplishment of the Objects.

# Membership

## General

Members shall be persons who have paid the annual fees appropriate to their Registered Club as defined in rule 4.2 below. Membership shall not be denied to any person on the grounds of sex, race, religion, colour, politics or disability.

## Registered Clubs

Registered Clubs in the TVDPA are those clubs within a “reasonable” geographical radius of Maidenhead who have applied for membership and have been accepted by the TVDPA Management Committee. Those Clubs shall be such Pétanque Clubs as are admitted to the Pétanque England (hereinafter PE) in the manner described in their Constitution & Rules. The method of application, annual fees and membership privileges for Clubs will also be those defined within their Constitution & Rules.

## Individual Members

Membership may be held within the categories of membership laid down in the PE’s Constitution & Rules. The method of application, annual fees and membership privileges will also be those defined within their Constitution & Rules.

## Voting Rights of Members

Only those members who are members of a Registered Club in the TVDPA and are members of the EPA on the date an Annual General Meeting or Extraordinary General Meeting is called shall be entitled to vote at the said meeting(s).

# Records

Registered Clubs shall provide such information as may be requested by the TVDPA Management Committee for the better performance of the Objects.

# Discipline

## Introduction

The Disciplinary Code forms part of the terms and conditions of membership of the TVDPA. It also forms part of the terms and conditions of participation in tournaments, competitions and other events organised by or sanctioned by the TVDPA or in which the member is representing the TVDPA.

## Conduct

Each member or club of the TVDPA is responsible and accountable for their own conduct in connection with the sport of Pétanque. They must conduct themselves at all times in accordance with the highest standards of disciplined and sporting behaviour. Any conduct that falls below these standards and that harms or undermines the sport of Pétanque in any way shall constitute a Disciplinary Offence under this code.

## Commencement of Disciplinary Proceedings

Any act or omission by any member or club of the TVDPA that constitutes or is capable of constituting a Disciplinary Offence shall in the first instance be considered by the Investigating Officer of the TVDPA, acting either on their own motion or on referral or complaint from a third party. The Investigating Officer, as appointed by the TVDPA Management Committee, shall undertake or direct such investigations as may be necessary, and every member of the TVDPA (whether or not they are the subject of the complaint) shall be obliged to co-operate with such investigations. Any failure to co-operate with such investigations may itself constitute a Disciplinary Offence under this code. If the Investigating Officer decides to charge a person or club with a Disciplinary Offence under this code, then they shall send a report to the TVDPA Management Committee together with all the relevant evidence. At this time the TVDPA Management Committee will decide if the charge(s) are to be heard by the TVDPA Disciplinary Committee or the PE Disciplinary Committee (PE Constitution Clause 6). Only charges of such a serious nature as to warrant sanctions in excess of those available to the TVDPA would be forwarded to the PE Chair of Umpiring Commission for the matter to be heard by the PE in accordance with procedures. This would only apply in exceptional circumstances.

## The Disciplinary Committee

The Disciplinary Committee shall comprise a Chairman and not less than four (4) other members appointed by the TVDPA Management Committee. The Chairman shall not be a member of the TVDPA Management Committee. For the avoidance of doubt, members of the TVDPA Management Committee may be members of the Disciplinary Committee. No person with a close interest in the matters that are the subject of the complaint may sit on the Disciplinary Committee hearing the complaint.

## Proceedings of the Disciplinary Committee

The Proceedings of the Disciplinary Committee shall be in accordance with the Disciplinary Committee Procedures as approved by the Annual General Meeting from time to time.

## Appeal

The defendant, club, the complainant or the Investigating Officer may lodge an appeal against any aspect of the decision of the Disciplinary Committee. The appeal shall be resolved by a TVDPA Appeal Panel comprising three arbitrators who shall be appointed by the President of the PE. Notice of the appeal, including a copy of the decision being appealed against, a specification of the particular aspect(s) of the decision being appealed against, and a statement of the full grounds on which the appeal is based must be filed with the PE President within the time specified in the published Disciplinary Procedures.

# General Meetings

## Ordinary

Ordinary meetings for some or all members may be held for coaching, training or such purposes as the TVDPA Management Committee may determine.

## Annual

At least once in every period of twelve months the TVDPA Management Committee shall convene an Annual General Meeting for the purposes prescribed in the TVDPA’s Constitution & Rules.

## Extraordinary

Extraordinary General Meetings may be convened for the purposes and in the manner prescribed in the TVDPA’s Constitution & Rules.

# TVDPA Officers

## Elected Officers

1. TVDPA Chairman
2. TVDPA Treasurer
3. TVDPA Competition Organiser
4. TVDPA Secretary

## Appointed Officers

The TVDPA shall have the following Officer(s) appointed by the TVDPA Management Committee to serve on that Committee with voting rights:

1. TVDPA Umpire.

## Duties

## TVDPA Chairman shall:

## Preside at all Annual and Extraordinary General Meetings, and TVDPA Management Committee meetings. The TVDPA Chairman shall, ex officio, be a member of all sub-committees.

## If he/she is a member of a Thames Valley Regional Pétanque Association Club, then he/she will be the TVDPA’s nomination to sit on the Regional Management Committee.

## TVDPA Treasurer shall:

## Keep the books and accounts as required.

## Receive all monies due and lodge them in the designated Bank Account(s).

## Settle all accounts for which the TVDPA is liable.

## Prepare and submit to the TVDPA Management Committee an annual account in such manner as the Committee shall direct for subsequent presentation to the Annual General Meeting.

## TVDPA Competition Organiser shall:

## Be responsible for the registration, preparation of fixtures and the day to day running of the leagues and all other competitions organised by the TVDPA.

## Be responsible for sending all requisite league information to the Registered Clubs.

## Request the team captains/club secretaries confirm, as part of the competition registration form, that all team players meet/will meet the eligibility criteria for that particular competition.

## TVDPA Secretary shall:

## Be responsible for summoning and keeping minutes of all TVDPA meetings.

## Have charge of all documents and other papers of the TVDPA.

## Removal of Elected TVDPA Officers

An elected TVDPA Officer may be removed from office at any time by the consent of not less than two-thirds of the representatives present and entitled to vote at an Extraordinary General Meeting called for that purpose.

# TVDPA Management Committee

## The TVDPA shall be managed by the TVDPA Management Committee, which shall be elected annually.

## The TVDPA Management Committee shall consist of the elected Officers and not less than four (4) members nominated by the Registered Clubs.

## Powers

## The TVDPA Management Committee shall have the following powers and responsibilities:

## To fill a casual vacancy arising on the Committee for a period ending at the next Annual General Meeting of the TVDPA.

## To appoint members to sub-committees.

## To co-opt additional members as and when required.

## To control all business carried on by or on account of the TVDPA save such as is required by the Constitution & Rules to be done in a General Meeting.

## Quorum

## One third of the members of the TVDPA Management Committee present at a meeting shall be a quorum.

## Meetings

## The TVDPA Management Committee shall meet not less than three times per year.

## Sub-Committees

The TVDPA Management Committee may appoint sub-committees as and when it is felt they are required. The TVDPA Management Committee must define the role and extent of responsibilities of sub-committees. No sub-committee shall incur any liability without prior consent of the TVDPA Management Committee.

## Singularity of Office

## No TVDPA Officer shall hold more than one TVDPA office at the same time.

# Elections

## Nominations

All nominations must be in writing and received by the TVDPA Secretary at least fourteen (14) days prior to the Annual General Meeting and the candidates nominated must consent in writing to be nominated and to serve if elected.

## Officers

Candidates, who must have been a member of the TVDPA for not less than two (2) years at the closing date for nomination, must be nominated by at least two (2) other members of the TVDPA.

## TVDPA Management Committee Members

Each Club may nominate candidates who must have been a member of the TVDPA for not less than two (2) years at the closing date for nominations.

## Election

If there are no more nominations than vacancies for a particular office then the Presiding Officer at the Annual General Meeting shall declare that candidate to be elected. If there are no nominations then the Presiding Officer may accept nominations from the floor. Should more than one candidate be nominated for a particular office a secret ballot of all members of the TVDPA present at the Annual General Meeting will be held. A simple majority will decide.

## Term of Office

Elected members of the TVDPA Management Committee shall remain in office from the end of one Annual General Meeting until the end of the next Annual General Meeting.

Elected members of the TVDPA. Management Committee may stand for re-election.

## Regularity of Attendance

An elected member of the TVDPA Management Committee being absent for two (2) consecutive meetings shall vacate the position unless having sent, in writing or by a third person, an explanation which the Committee considers satisfactory.

# Finance

## Accounts of and Security by Officers

It shall be the duty of every Officer or member of the TVDPA Management Committee having receipt of monies to give such account at such times as the TVDPA Management Committee may direct, upon demand or by notice in writing, for the TVDPA Management Committee’s examination.

## Books of Account and Inspection

All books of accounts, securities, documents and papers of the TVDPA other than such, if any, as are directed by the TVDPA Management Committee to be kept elsewhere, shall be kept by the TVDPA Treasurer in such manner and with such provision for their safety as the TVDPA Management Committee may from time to time direct. They shall be open to inspection at such reasonable times as the TVDPA Management Committee may direct.

## Borrowing

The power of expenditure of the TVDPA Management Committee shall be limited to its existing balance.

## Payment by Cheque

All payments in excess of £20 (except those previously authorised by the TVDPA Management Committee) shall be made by cheque. All cheques shall be signed by at least two elected members of the TVDPA Management Committee designated to be signatories.

## Expenses

A member of the TVDPA Management Committee shall, upon claim, be reimbursed for all reasonable and approved expenses incurred whilst engaged in any duties for or on behalf of the TVDPA.

## Application of Profit

Any profit shall be applied to the accomplishment of the Objects.

# Alterations to the Constitution & Rules

## Method

The Constitution & Rules of the TVDPA may be rescinded or altered by the consent of not less than two-thirds of the voting members present at an Annual General Meeting or of the representatives present at an Extraordinary General Meeting called for that purpose.

## Proposals

Proposals to amend the Constitution & Rules shall be submitted by the TVDPA Management Committee or Registered Clubs.

## Limitation of Time

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

# Dissolution

## Consent

## The TVDPA may be dissolved at any time by the consent of not less than two-thirds of the Registered Clubs.

## Funds and Assets

Funds and assets can be transferred to successor bodies on their formation and on dissolution of the TVDPA. In the absence of a designated successor body any funds and assets shall be donated to a charitable cause nominated by the TVDPA Management Committee.

# Administrative Rules

## Annual General Meeting

## Date and Place

The Annual General Meeting shall, subject to Clause 7.2, be held in the month of November/January or such other month and at such place as the TVDPA Management Committee may from time to time determine.

## Preliminary Notice

At least twenty eight (28) days before each Annual General Meeting the TVDPA Management Committee shall publish the date, time and place of meeting. Not more than fourteen (14) days thereafter those entitled and wishing to put proposals or nominations to the meeting shall submit their nominations to the TVDPA Secretary.

## Notice

At least eight (8) days prior to the Annual General Meeting the TVDPA Secretary shall send by post/electronic mail to each TVDPA Club and to any unattached member, notice of the meeting and the agenda of business to be transacted and details of any nominations and motions submitted in accordance with the Constitution & Rules.

## Agenda

The agenda shall be:

## To receive apologies for absence.

## To approve the minutes of the previous Annual General Meeting and any subsequent Extraordinary General Meetings.

## To receive the TVDPA Chairman’s report.

## To receive the TVDPA Treasurer’s report and, if so resolved, adopt the TVDPA accounts and Auditor(s) report.

## To determine any TVDPA registration or subscription fees and competition fees.

## To receive the TVDPA Competition Organiser’s report.

## To consider and, if so resolved, approve motions submitted in accordance with the Constitution & Rules

## To amend the Constitution & Rules

## To amend playing rules

## As proposed by the TVDPA Management Committee

## As proposed by Registered Clubs

## To elect the TVDPA Officers.

## To appoint an Auditor or Auditors.

## To consider such other business as the Presiding Officer may admit. No votes to be taken.

## Voting

Unless specified elsewhere within the TVDPA Constitution & Rules all motions shall be approved by a simple majority of the voting members present.

## Extraordinary General Meeting

## Convening

An Extraordinary General Meeting may be convened by the TVDPA Secretary by direction of the TVDPA Management Committee, or upon a requisition signed by Club Secretaries and delivered to the TVDPA Secretary on behalf of not less than five (5) TVDPA Clubs.

## Location

The meeting shall be held at such place as the TVDPA Management Committee shall decide.

## Failure to Convene

Should the TVDPA Secretary not convene the Extraordinary General Meeting within thirty six (36) days of receiving a duly signed requisition, the requisitioners may convene the meeting and shall have claim upon the TVDPA for all reasonable expenses incurred in convening it.

## Notice

The notice convening an Extraordinary General Meeting shall be sent by post/electronic mail to every TVDPA Club and unattached member not less than twenty eight (28) days before the meeting stating the date, time and place thereof and the purpose for which it was convened.

## Quorum

No Extraordinary General Meeting shall proceed to business unless a representative of not less than three (3) TVDPA Clubs convening the meeting are present within half an hour of the notified time to start.

## Business

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

## Voting

Unless specified elsewhere within the TVDPA Constitution & Rules all motions shall be approved by a simple majority of the voting members present.

# Document Version

|  |  |  |  |
| --- | --- | --- | --- |
| Version No | Date | Details | Name |
| 0.01 | 22/11/2014 | First Draft | Andrew Prince |
| 0.02 | 3/12/2014 | Additions and corrections received from Donald | Donald Patton, Paul Webb, Andrew Prince |
| 1.0 | 20/12/2014 | Approved at the AGM 18th Jan 2015 | Paul Webb |
| 1.1 | 12/01/2020 | Approved at the AGM 12th Jan 2020 | Paul Webb |