JERSEY PETANQUE ASSOCIATION

CONSTITUTION

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General and Definitions

The Association:	The Association shall be called the Jersey Pétanque Association (hereinafter called "the JPA"), also referred to as "Pétanque Jersey"
The Management Committee:	The administrative and governing body of the JPA elected in accordance with Clause 8.4 below.
Member:	A person having attained either ordinary or honorary membership in accordance with Clause 2
Registered Clubs:	Pétanque clubs admitted to the JPA pursuant to clause 2.4
The Registered Office:	The registered office of the JPA shall be at such address as the Management Committee (herein after called "the MC") shall from time to time decide.
Casual Vacancies:	A vacancy caused by the death, resignation, or incapacity of one or more of the Elected Officers but not a vacancy arising from the expiry of their term of office.
Elected Officers:	The Chairman, Vice-Chairman, Secretary, Treasurer (also together referred to as the "**Executive Officers"),** the Youth Development Officer, the Publicity Officer and any other officers appointed by the MC pursuant to sub-clause 9.1.6 hereof and elected at the next following Annual General Meeting.

1 Composition and Objects.

1.1 To be the sole governing and administrative body for Pétanque in Jersey.

1.2 To encourage, promote and develop Pétanque in Jersey.

1.3 To organise and administer JPA tournaments and international tournaments held in Jersey.

1.4 To select and enter JPA representative individuals and teams in international events.

1.5 To assist and aid, where possible, individuals and clubs to participate in international events.

1.6 To follow and adhere to the rules of the Fédération Internationale de Pétanque et Jeu Provençal (hereinafter called "the FIPJP").

1.7 To affiliate to the FIPJP and the Confédération Européene de Pétanque (hereinafter called "the CEP").

2 Membership

2.2 Membership shall be in the following categories: -

2.2.1 Ordinary Members - Shall be aged 16 or over on the 31st December of the current year.

2.2.2 Juniors - Shall be aged under 16 on the 31st December of the current year.

2.3 Attaining Membership

2.3.1 Membership of the JPA shall be open to any person who is prepared to accept the objectives and rulings of the JPA Committee.

2.3.2 An individual becomes a member of the JPA by:
a) becoming a member of a Registered Pétanque Club (see 2.4) and/or by
b) registering and paying to take part in any JPA organised competition or league

2.3.3 Membership commences from the time the individual a) becomes a member of a Registered Pétanque Club or b) registers and pays for the aforesaid competition or league. An individual's membership ceases when a) they are no longer a member of a Registered Pétanque Club and/or b) the date of the Annual General Meeting (hereinafter called "the AGM") following the competition or cessation of the league concerned.

2.3.4 Honorary Membership may be given at the discretion of the Management Committee in recognition of services to the game of Pétanque.

2.3.5 In accepting Membership an individual or Club agrees to abide by the constitution of the JPA and its Code of Conduct.

2.3.6 The Secretary of a Registered Club must supply the names of their members and the relevant fee, to the Secretary of the JPA no more than 21 days after the AGM.

2.3.7 Notwithstanding anything contained in Clause 12 hereof and in such codes, procedures and processes referred to therein, the MC have the right to refuse or terminate Membership on non-discriminatory grounds, where the Membership, or continued Membership of the person concerned would be likely to be not in the best interests of the sport or the good conduct and interests of the JPA. There will be fourteen days in which to appeal (such appeal must be submitted in writing [including email] to the MC) any such decision to either refuse or terminate Membership, Any appeal will be decided by an appeals sub-committee appointed by the MC and which shall not include any Elected Officers. The appellant shall be notified in writing of the outcome of the appeal which shall be final.

2.4 Registered Clubs

2.4.1 Shall be such Pétanque Clubs as are admitted to the JPA having a constitution and rules which do not conflict with those of the JPA and which agree to abide by the constitution of the JPA. The members of such Clubs shall be and remain Members of the JPA.

3 **Privileges**

3.1 General

3.1.2 Members shall be covered subject to the terms and conditions of the JPA's Public Liability insurance policy when participating in the United Kingdom (which shall include the Channel islands) in leagues/competitions, provided that such are organised and run under the auspices of the JPA.

3.2 Members shall be Entitled to:

3.2.1 Have their particulars recorded in a register of Members.

3.2.2 Attend and vote at an AGM or Extraordinary General Meeting, (herein after called "the EGM") provided that they are ordinary members who are aged over 16 on the date of the AGM or an EGM

3.2.3 Members aged under 16 on the date of the AGM or an EGM are not eligible to vote.

3.2.4 Have access to one copy of the current Official Rules of the game of Pétanque and copies of official policies and guidelines of the JPA, as amended from time to time, if not a member of a Registered Club.

3.2.5 Receive notice of an AGM and EGM.

3.2.6 Submit motions to the AGM.

3.2.7 Participate in the requisition of an EGM.

3.3 Registered Clubs

3.3.1 Receive a certificate of annual registration.

3.3.2 Have its particulars recorded in a register of Registered Clubs.

3.3.3 Have access to a current copy of the Constitution and Rules of the JPA and copies of official policies and guidelines of the JPA, as amended from time to time.

3.3.4 Receive notice of an AGM and EGM from the JPA Secretary.

3.3.5 Can submit motions to the AGM.

3.3.6 Can enter teams in competitions sponsored or supported by the JPA.

3.3.7 Can participate in the requisition for an EGM.

3.3.8 Have a delegate on the MC.

4 **Annual General Meeting**

4.1 The AGM of the JPA, convened by the MC, shall be held in every year during the first 90 days of the year for the purpose of presenting an Annual Report, Annual Accounts, electing Officers, determining subscriptions, considering motions and to appoint a financial examiner.

4.2 At least 30 days before each AGM the Secretary shall publish the date, time, and place of the meeting.

4.3 At least 18 days before Each AGM the Secretary shall send to each Team Captain and Registered Club Secretary notice of the meeting and the agenda of the business to be transacted and details of any motions submitted in accordance with the Constitution. It is the duty of those Team Captains and Registered Club Secretaries to pass this information on to their

Members. These should also be posted on the JPA website.

4.4 The Secretary shall receive nominations for Officers not less than 3 weeks before the AGM. Nominations shall require 2 signatures and can only be accepted from persons eligible to vote at the AGM. In the case of "No Nominations" the Chairman may accept nominations from the floor at the AGM at his discretion from members who have indicated their willingness to stand. Those entitled to and wishing to put proposals to the meeting shall submit their motions, which shall have a proposer and seconder, to the Secretary not less than 4 weeks before the AGM. Propositions can be amended from the floor at the discretion of the Chairman.

4.5 The Secretary shall send the minutes of the previous AGM and advice of nominations for Officers received to Team Captains and Registered Club Secretaries at least 2 weeks before the AGM. It is the duty of those Team Captains and Registered Club Secretaries to pass this information on to their Members.

4.6 The Quorum for an AGM shall be a minimum of 5% of the Membership.

5 Extraordinary General Meeting

5.1 An EGM shall be convened by the Secretary by direction of the MC or upon a requisition signed by not less than 5% of the membership.

5.2 An EGM shall be held at such place as the MC decides.

5.3 The notice convening an EGM shall be sent to every Registered Club and Member not less than 28 days before the date of the meeting, stating the time date and place thereof and the purpose for which it is being convened.

5.4 The quorum for an EGM shall be 5% of the Membership.

5.5 An EGM shall not be competent to transact any business other than that specified in the notice convening it.

6 Voting Procedure

6.1 A motion at an AGM or an EGM shall be carried by a simple majority vote of those present and voting.

6.2 In the event of a tie, the Chairman shall have a casting vote to retain the status quo. This in addition to a deliberative vote which the Chairman has.

7 Proxies

7.1 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.

7.2 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.

7.3 A Member can only act as the proxy for one other Member at the same Meeting and must be in attendance at that Meeting. In the event that more than one form of proxy, received by the Secretary, 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 another Member for the same Meeting.

7.4 Only for establishing whether or not such Meetings are quorate, a Member in attendance personally and as a proxy for another Member, shall only be counted once.

7.5 A form of proxy, in a general format to be decided upon by the Secretary, 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.

7.6 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 Secretary, shall be returned to the Secretary, by post or email, to arrive no later than noon on the day of the Meeting.

7.6 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.

7.7 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.

7.8 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.

8 Management

8.1 The JPA shall be managed by a MC comprising of the Executive Officers and the holders of such other Elected Officer posts that exist from time to time, plus one representative, from and nominated by each of the Registered Clubs, which may also nominate a substitute who will attend in the representative's absence plus one representative from the Inter-Parish Pétanque League, as nominated by the Parish Captains.

8.2 The Elected Officers shall be elected at an AGM of the JPA for a period beginning on the date of that AGM and ending on the date of the next following AGM of the JPA. Elected Officers, including those appointed pursuant to sub-clause 9.1.6 hereof shall be eligible for re-election.

8.3 The Secretary shall convene meetings of the MC.

8.4 The quorum necessary for the transaction of business at MC meetings shall be one more than 50% of the MC.

8.5 Every question at a meeting of the MC shall be determined by a majority vote of the members present, every member having 1 vote. In the event of a tie, the Chairman shall have the casting vote to retain the status quo. This in addition to a deliberative vote which the Chairman has.

8.6 The interpretation of the JPA Constitution shall be vested in the MC, who shall decide questions relating to the JPA, save those specified in or involving an amendment to the Constitution.

8.7 In the event of any question or matter arising, which is not provided for in the Constitution, the MC, whose decision shall be final, shall deal with such question or matter.

8.8 The MC may set up sub-committees to deal with specific matters as may be required from time to time.

9 Powers and Duties

9.1 The JPA Management Committee

The MC shall have the following powers and duties:

9.1.1 To be the managing authority of the JPA.

9.1.2 To promote and develop the game of pétanque in Jersey.

9.1.3 To set rules for JPA competitions.

9.1.4 To fill Casual Vacancies arising on the MC for a period ending at the next AGM. For the avoidance of doubt, the MC shall remain properly constituted even in the event that a Casual Vacancy remains unfilled provided that there remains at least two Executive Officers and at least one other Elected Officer in post.

9.1.5 To appoint sub-committees of Members and/or co-opt individual Members for specified purposes and limited duration without members of such sub-committees and/or co-opted individuals becoming Elected Officers.

9.1.6 To create new Elected Officer posts as and when deemed necessary or desirable and appoint additional officers to fill such posts between AGMs of the JPA but so that any such appointments are subject to re-election by the members at the next following AGM of the JPA.

9.1.7 To establish as and when required disciplinary tribunals to hear and determine appeals in accordance with clause 12.

9.1.8 To propose changes to the Constitution for the decision of the Members at AGM or EGM.

9.1.9 To prepare and present annual accounts.

9.1.10 To determine rates of subscription for the decision of the Members at AGM.

9.1.11 To hold and operate the funds of the JPA.

9.1.12 To arrange such insurance, on behalf of the JPA, its Members and the MC as it, in its sole discretion, deems appropriate in the interests of such parties and to pay the premiums.

9.1.13 Generally to act in the name of the JPA as required by the Constitution.

9.2 **Chairman**
Generally, but not exclusively:

9.2.1 To preside, when present, at meetings of the MC.

9.2.2 To preside, when present, at General Meetings of the JPA and shall, ex officio, be a member of all standing committees of the JPA.

9.2.3 To act as a counter-signatory in respect of any property or financial transactions on behalf of the JPA.

9.2.4 To act, when necessary, as the representative of the JPA at the World Congress and other international meetings at the discretion of the MC or to otherwise delegate such representation to another member of the JPA.

9.3 **Vice-Chairman**
Generally, but not exclusively:

9.3.1 To support the Chairman in their role to the extent required from time to time and to stand in for the Chairman where circumstances render this necessary.

9.4 **Secretary**
Generally, but not exclusively:

9.4.1 To convene, attend and keep minutes of all meetings of the MC and General Meetings of the JPA.

9.4.2 To establish and maintain communication with the Membership.

9.4.3 To act as counter-signatory in respect of any property or financial transactions on behalf of the JPA.

9.5 **Treasurer**
Generally, but not exclusively:

9.5.1 To manage the JPA's finances.

9.5.2 To prepare the Books of Account for financial examination.

9.5.3 To prepare and present examined accounts to each AGM of the JPA.

9.6 **Youth Development Officer**
Generally, but not exclusively:

9.6.1 To be responsible for promoting Pétanque to Jersey schools and to potential/actual Junior Members and providing ongoing support and encouragement in order to attract/retain more young people to/in the sport of Pétanque.

9.7 **Publicity Officer**
Generally, but not exclusively:

9.7.1 To be responsible for publicising the activities of the JPA, particularly its leagues and competitions to the Members and the wider audience. as a source of information and promotion.

10 **Finance**

10.1 All monies raised by, or on behalf of, the JPA shall be applied to further the objects of the JPA and for the avoidance of doubt they shall not be applied for any other purpose.

10.2 The financial year of the JPA shall run from the 1st January to the 31st December.

10.3 Proper accounts shall be kept of all sums of money received and paid out by the JPA Treasurer and shall be available for inspection by any Member or Registered Club.

10.4 The funds of the JPA shall be lodged at a bank or building society in the name of the JPA and all cheques, drafts etc. drawn on these accounts shall be signed by any two of the following: - Chairman, Secretary, Treasurer.

10.5 Expenses, not exceeding £500.00, may be reimbursed for costs incurred by an officer of the MC for one item.

11 **Independent Examination**

11.1 The financial statements relating to the JPA'S affairs shall be independently examined by such person or persons as are originally appointed by the MC and subsequently re-appointed by the Members at the Annual General Meeting.

11.2 The Examiner may be a Member and, in any event, shall attend the AGM to answer any questions that the Members may wish to address to them about their examination.

11.3 The Examiner shall have a right of access at all reasonable times to the books and accounts and vouchers of the JPA and shall be entitled to require from the MC such information and explanations as they think necessary for the performance of their duties.

11.4 The Examiner shall review the accounting records of the JPA and compare the financial statements with those records. Such examination will include consideration of any unusual items

or disclosures in the financial statements and the Examiner shall seek any appropriate explanation from the MC concerning such matters. The procedures undertaken will not provide all the evidence that would be required in an audit and consequently the Examiner will not express an audit opinion on the view given by the financial statements.

11.5 The Examiner appointed under sub-clause (11.1) hereof shall, following such review and comparison, make a statement to the MC to confirm that, in connection with their examination, no matter has come to their attention which gives them reasonable cause to believe that in any material respect the requirements to keep proper accounting records and to prepare financial statements which accord with the accounting records have not been met. The Examiner shall also state that no matter has come to their attention to which, in their opinion, attention should be drawn to enable a proper understanding of the financial statements to be reached.

11.6 If the Examiner is unable to make the statement to the MC as defined in sub- clause (11.5) hereof, or if they fail to obtain from the MC appropriate explanations concerning such matters, they shall state that fact in their report.

12 Discipline

12.1 Introduction

Members are obliged to comply with the JPA's disciplinary code as a condition of Membership. The disciplinary code also forms part of the terms and conditions of participation in competitions, leagues and other events organised by or sanctioned by the JPA or in which the member is representing the JPA.

12.2 Conduct

12.2.1 Each Member of the JPA 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 discipline 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.

12.3 Commencement of Disciplinary Proceedings

12.3.1 Disciplinary proceedings will be carried out in accordance with the Complaints & Disciplinary Procedures & Process ("CDPP") of the JPA as amended by the MC from time to time and effective when adopted by the Members at a General Meeting.

13 Property and Staff

13.1 Responsibility for all property owned or leased by the JPA and for employment of paid staff and volunteers rests with the MC.

14 Alteration to the Constitution

14.1 The constitution of the JPA may be altered by a vote of two-thirds of the Members present at an AGM or at an EGM called for that purpose.

14.2 Proposals to amend the constitution may be submitted by the MC, Members or Registered Clubs.

14.3 Any proposal to amend the constitution that has been defeated shall be ineligible from reconsideration for a period of two calendar years from the date of the original vote on the proposal.

15 Dissolution Procedures

15.1 The JPA may be dissolved at any time by consent of a majority of Members voting at an EGM.

15.2 In the event of the JPA ceasing to exist and following the discharge of all debts and liabilities, the MC in accordance with 15.3 below shall dispose of any assets at the time of dissolution.

15.3 The MC shall be empowered to distribute the assets, including cash and investments in hand, to clubs and

organisations having similar objectives as their own.

Chairman T Holden……..

Secretary E Paisnel……. Dated. 2nd March 2026