



Constitution of the British Pétanque Federation

1.0 NAME, GENERAL DISPOSITIONS AND CONSTITUTION

- 1.1 The name of the organisation is the British Pétanque Federation (the "BPF" or "the Federation"), which comprises all the national associations of the sport of pétanque of England, the Channel Islands, Scotland and Wales which are affiliated to it.
- 1.2 The Federation in its capacity as the representative body of the sport of pétanque in Great Britain is part of and affiliated to the Fédération Internationale de Pétanque et Jeu Provençal ("FIPJP").
- 1.3 The Federation does not intervene in matters which are purely national or regional.
- 1.4 The members of the Federation shall be the constituent national associations affiliated to it and through them the local regional associations and clubs and through them the individual members who shall be licence holders of the Federation recognised as such by the FIPJP.
- 1.5 The headquarters of the Federation shall be located in the country or region of the Federation's President with the agreement of the Executive Committee.
- 1.6 The constitution, standing orders, rules, bye laws and policies of the Federation (together known as "the constitutional documents"), and its operations and the conduct of its Officers and staff are subject to the laws and jurisdiction of the country in which the headquarters is situated and to which the Federation and its members, Officers and staff submit themselves.
- 1.7 The official language of the Federation for all purposes shall be English. In the event of any translations being made into other languages the original text for them shall be taken from that rendered in English.

2.0 OBJECTIVES AND RESPONSIBILITIES

- 2.1 The objective of the Federation is to develop the sport of pétanque in Great Britain in the nations and regions of the members.
- 2.2 The Federation will be responsible for organising competitions as required by its members and will govern any international competitions or events organised by itself or by its affiliated members on its behalf.
- 2.3 The Federation will be responsible for communications to and from the FIPJP and other international pétanque organisations on behalf of the constituent national associations.
- 2.4 The Federation will make, supervise, assist in or co-ordinate the making of applications or presentations for grants or sponsorship from national or cross-national or regional bodies where the Executive working in conjunction with members believe it is expedient or beneficial to the sport to do so when national or regional authorities will be required to provide reasonable assistance and co-operation to the Federation.
- 2.5 The Federation will put in place in consultation with members suitable arrangements for the provision of junior and adult teams to represent Great Britain at all levels of international competition.
- 2.6 The Federation acting through the Executive Committee may nominate an individual member or members to represent it at meetings of any other body or of individual members.
- 2.7 The Federation acting through the Executive Committee may from time to time invite suitable persons to act as team managers or chaperones to teams representing Great Britain on terms to be agreed between the Executive Committee and the persons concerned and may remove them from such positions or make suitable arrangements with national or regional bodies.

3.0 MEMBERS

- 3.1 The members of the Federation are autonomous national pétanque associations.
- 3.2 The Federation recognises the individual members whether adult or junior of affiliated national associations and their right to an FIPJP recognised licence.

3.3 Membership

- 3.3.1 Only one legally constituted pétanque organisation from any one country or autonomous region of Great Britain may be admitted as a member.
- 3.3.3 As soon as the Congress has decided to admit an organisation to full membership, the delegates of the organisation are entitled to participate in the Congress with all rights subject to 8.7.

3.4 Rights of Members

- 3.4.1 To issue on payment of the appropriate fee a licence recognised by the FIPJP.
- 3.4.2 To participate in competitions and events organised by or run by the Federation or its members or of the FIPJP.
- 3.4.3 To send delegates to Congresses.
- 3.4.4 To be consulted where appropriate or necessary.
- 3.4.5 To make proposals to the Congress and to the Executive, and express views on any matter of concern. To vote on matters for which a vote is called.
- 3.4.6 To organise international pétanque events, championships, Congresses and other events subject to this constitution and the other constitutional documents.

3.5 Duties of Members

Members being responsible at the national or regional level for pétanque in the country or region concerned shall maintain constructive relations with the body or bodies responsible at the national or regional level for other sports.

3.6 Termination of Membership

- 3.6.1 Membership shall end one month after the receipt by the Secretary of a notice of resignation. The resigning member shall fulfil its financial and other obligations as stipulated in this Constitution by the end of the ongoing calendar year.
- 3.6.2 If a member fails to meet its financial obligations towards the Federation as stipulated in this Constitution despite a warning sent by registered letter, the following Congress shall decide whether the member shall be expelled from the Federation.
- 3.6.3 The Congress may decide to expel a member which violates the Constitution or other rules issued by the Federation. If necessary, the Executive may immediately deprive an offending member of its membership rights or impose temporary limitations upon the exercise of its rights.
- 3.6.4 A member which has been expelled under 3.6.2 or 3.6.3 may only be re-admitted to the Federation when it has complied with its undertakings.
- 3.6.5 When giving notice of expulsion or termination the reasons and procedure for appeal must also be provided.

4.0 MEMBERSHIP FEES

- 4.1 The fee applicable to all members shall be fixed by an Annual Congress and shall cover the period until the next Annual Congress.
- 4.2 The Executive may from time to time set such other fees such as competition fees or for the provision of services as it regards as appropriate but subject to review by the Annual Congress.

5.0 SEAT OF THE HEADQUARTERS

The Executive shall determine the seat of the Headquarters in conjunction with the appointment of the Secretary at its first meeting after each Annual Congress.

6.0 FINANCIAL PERIOD

The Financial period of the Federation shall be annual and shall commence on the First day of March in each year.

7.0 STATUTORY INSTITUTIONS

The statutory institutions of the Federation are:

The Annual Congress

The Executive Committee

8.0 THE GENERAL STRUCTURE

The decisive body of the Federation is the members in the Congress. The form or general structure of the organisation is as follows:

- a. The affiliated national associations shall have the right and duty to appoint:
 - (i) Up to two delegates as members of the Federation Executive.
 - (ii) Delegates to the Annual Congress the number of which shall be related to the number of members of each of the individual national associations at the date of the calling of the Congress at the rate of one delegate for every two hundred and fifty members or part thereof, and which shall be in addition to any delegates who have been elected to the Federation Executive as provided above.
- b. At Congress meetings all delegates from each of the member countries and the executive members shall be entitled to vote.
- c. The chair at Congress meetings shall be taken by the incumbent President of the Federation or in that person's absence by the incumbent Vice President or in that person's absence by a member of the incumbent Executive Committee. The President shall remain in office until the conclusion of the next following Annual Congress.
- d. The Executive shall elect from the candidates presented to it by the national associations a President of the Federation and a Vice President.
- e. The Executive Committee may co-opt other members to committees and sub-committees of the Federation.
- f. The President shall appoint a Secretary and a Treasurer who shall not have a vote.
- g. The Executive Committee shall appoint two auditors.
- h. The Executive Committee shall; appoint such other officers as are required to be appointed from time to time including an internationally qualified Umpire to act among other things as a link (but not so as to replace the role of the President as the primary link) with the FIPJP, CEP and NSC and other similar bodies; establish a Technical Advisory Group; appoint team managers of teams representing Great Britain.

8.1 Annual Congress

The Annual Congress shall meet annually between 1 June and 31 December. Written invitations shall be sent out to the members at least six months, and the agenda at least two months, before the beginning of the Annual Congress.

8.2 Extraordinary Congress

The President shall call an Extraordinary Congress if it is requested by a two-thirds majority of the Executive. Such a request shall be accompanied by a draft agenda. The Executive shall determine the place and date of an Extraordinary Congress. It shall be held within three months of the receipt of the request by the President. The invitation and agenda for an Extraordinary Congress shall be sent out to the members at the latest one month before the meeting. Only those agenda items included in the invitation shall be dealt with at an Extraordinary Congress.

8.3 Representation

Each member shall have the right to send delegates to the Congress as set out above at 8.a.

8.4 Agenda

At least the following items shall be included on the agenda of Annual Congress:

- 8.4.1 Opening of the Congress by the President of the Federation.
- 8.4.2 Roll call of delegates.
- 8.4.3 Approval of the agenda, and ruling on the urgency of any items not included (see 8.6).
- 8.4.4 Decision whether the sessions should be open. If the sessions are open, then in special cases the public may be excluded from specific items on request.
- 8.4.5 Approval of the minutes of the previous Congress.
- 8.4.6 Report by the Executive on the activities of the Federation since the last Congress, and approval of the same.
- 8.4.7 Proposals in accordance with 8.5.
- 8.4.10 International Championships and other events; applications and appointments.
- 8.4.11 Place and approximate date of the next Annual Congress.
- 8.4.12 Auditors' report, approval of the accounts for the previous calendar year.
- 8.4.13 Fees and draft budget for the two calendar years following the Congress.
- 8.4.14 Any other business.
- 8.4.15 Election of two auditors and one substitute auditor for the current and the following financial period.
- 8.4.16 Closure of the Congress.

8.5 Proposals

Proposals may be tabled by a member or by the Executive. Proposals shall reach the Secretariat in writing at least two months before the Congress.

8.6 Urgent business

Proposals or matters of which the Secretary has not been notified at least two months before the Annual Congress can only be included in the agenda if they are deemed urgent by the Congress. Amendments to the Constitution and the assignment of Federation assets shall not be considered as urgent business.

8.7 Voting Rights

Each member represented at the Congress shall have one vote as described above at 8 b. A member which has not paid all of its fees may send delegates to the Congress but they may not vote.

8.8 Voting

- 8.8.1 Voting is open, by roll call or show of hands. When voting by roll call, the members shall be read out in alphabetical order of the standard abbreviations.
- 8.8.2 A delegate, present at the Congress, may propose that the vote be determined by secret ballot.
- 8.8.3 Decisions shall be approved by the Congress by simple majority of votes expressed, subject to the exceptions mentioned below.
- 8.8.4 The Chairperson of the Congress shall have a casting vote in the case of a tied vote.
- 8.8.5 A proposal to declare a matter urgent in order to have it included on the agenda shall require a two thirds majority of votes expressed.
- 8.8.6 An amendment to the Constitution shall require a two thirds majority of votes expressed.

8.9 Minutes and Decisions

- 8.9.1 Minutes of the Congress shall be compiled, and shall be checked by two witnesses and signed by the Chairperson.
- 8.9.2 Decisions of the Congress shall come into force at the end of the Congress.
- 8.9.3 In case of a disagreement about procedure, the Chairperson shall, if the point is not covered in the Statutes, proceed in a manner consistent with standard rules for the conduct of formal meetings.

9.0 THE CONGRESS

- 9.1 The Congress as the representatives of the national associations is the policy making authority of the Federation. It shall define and set the objectives of and give direction to the Federation and to the Executive. It ensures that the Executive Committee acts in compliance with its directives and policies.
- 9.2 The Congress shall meet at least once a year in a location agreed upon by its members. For its acts and decisions to be effective it requires a quorum at the commencement of its meetings of in excess of one half of the delegates entitled to attend.
- 9.3 As a general rule, the Federation shall not pay for travel and subsistence of delegates but the relevant national associations are expected to assist their representatives.

10.0 THE EXECUTIVE

- 10.1 The Executive organises its own work in accordance with the Constitution and the decisions of the Congress. The work of the Executive shall include the following:
 - 10.1.1 To determine the seat of the headquarters.
 - 10.1.2 To initiate measures to further the aims of the Federation and to implement the resolutions of the Congress for the development and spread of pétanque according to the plans of the members.
 - 10.1.3 To prepare material for Congress and other basic documentation of the Federation, and to approve the Competition Rules for appropriate pétanque events and communicate them to members.
 - 10.1.4 To verify observance of the Constitution and Rules.
 - 10.1.5 To oversee the arrangements of the Annual Congress and to prepare it's business.
 - 10.1.6 To adjudicate in controversies arising during any approved international events, where the matter does not come within the jurisdiction of the jury of the event.
 - 10.1.7 To form such permanent or temporary committees or groups as it deems appropriate to assist it in carrying out its work and in fulfilling tasks assigned to it by the Congress or specified in an agreed long term plan. The Executive is responsible to the Congress for the work of all such groups.
 - 10.1.8 To co-operate with those international organisations and institutions contributing to the development and support of pétanque.

10.2 Taking decisions

- 10.2.1 Notice of an Executive meeting, except for a meeting under 10.2.3, shall be sent out at least 4 weeks prior to the meeting by circulating a provisional agenda. Five members shall constitute a quorum. The President shall have a casting vote.
- 10.2.2 Decisions shall be taken by simple majority.
- 10.2.3 The Executive may hold a meeting by using electronic communication or other documentary method if all members are in agreement. In case of an urgent matter, and with the agreement of three quarters of the members of the Executive, the President may waive the statutory notice provisions in 10.2.1.

10.3 Objections and appeals

- 10.3.1 Should a member consider a decision of the Executive to violate it's rights or to be contrary to it's Constitution, an objection or appeal may be presented to an Extraordinary Congress.

10.4 Vacancies

- 10.4.1 If the President is unable to carry out his/her duties, the Vice President shall take over.

11.0 SECRETARIAT

- 11.1 The Secretary is the connecting link between the Executive Committee and the member associations. The Secretary shall be responsible for the Secretariat, and for other tasks and functions allocated by the Executive. He/she shall call and attend the meetings of the Executive and the Congress. The detailed duties of the Secretary shall be specified in a job description prepared by the President and approved by the Executive Committee.

12.0 DISPUTES

- 12.1 Any unresolved sports related dispute between members of the Federation which cannot be settled by reference to the Statutes, Regulations or Rules, shall be settled definitively by a Court set up in accordance with the Constitution and Regulations of the Court of Arbitration for Sport.

13.0 AWARD OF HONOUR, HONORARY MEMBERS

- 13.1 Awards of honour may be made.
- 13.2 Those persons who have given special service to the Federation may be appointed Honorary Members of the Federation. Such an appointment may be made by the Congress on a proposal by the Executive. Honorary Members shall not have the right to vote and shall not pay any fees.

14.0 DISSOLUTION OF THE FEDERATION

- 14.1 A three quarters majority of the Executive may propose the dissolution of the Federation. The dissolution becomes effective on approval of the proposal by a three quarters majority of those voting at a Congress.
- 14.2 The disposal of the assets of the Federation shall be decided by the Congress dissolving the Federation and shall be in keeping with the aims of the Federation.

This Constitution was approved by the Congress held in Luton, England, on the Sixth day of November 2004.

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