

## SUFFOLK COASTAL REGION

# Constitution 2024

### 1. Name & Scope

- 1.1. The Association shall be called the Suffolk Coastal Region, hereinafter called “Suffolk Coastal” or the “SCR”.
- 1.2. The geographical scope for the region of Suffolk Coastal shall be defined by the county boundaries of Suffolk to the north and south. The boundary to the west is a line following the A140 south from the River Waveney at Scole to the A14 and then following that road to the Copdock roundabout. From there the boundary line follows the A12 south to the River Stour at Stratford St Mary. The boundary to the east is the North Sea coastline of Suffolk.

### 2. Affiliation

The SCR shall be affiliated to the national governing body Pétanque England (or its successor) hereinafter called “PE”.

### 3. Authority

The SCR shall have the authority to run its own affairs including holding assets separately from PE, setting an annual regional precept, organising regional competitions and setting a playing calendar.

### 4. Objectives

The objectives of the SCR include the coordination of playing and promotion of awareness of pétanque, sharing knowledge and advice, encouragement to potential clubs, provision of coaching, organising competitions and representation of the region.

### 5. Member Clubs

- 5.1. All pétanque clubs within the geographical boundary of Suffolk Coastal are eligible to be Member Clubs of the SCR. Additionally, the SCR reserves the right to approve applications for membership from clubs outside of the geographical boundary of Suffolk Coastal.
- 5.2. For governance purposes, member clubs within the SCR will be defined by being a PE registered club.

### 6. Individual Membership

- 6.1. All current members of PE registered clubs within the geographical boundary of Suffolk Coastal are eligible to be members of the SCR, provided they are PE licence holders or PE Club members and are not in dispute with their club’s or the SCR’s committee.
- 6.2. Independent PE licence holders transferring from another region will become members of the SCR, provided they are not in disciplinary or financial dispute with their previous region. Additional membership criteria may be present within Suffolk Coastal competition rules.
- 6.3. Members shall fall within two categories: -

- Adult members aged 18 years or over on 31st December of the current year.
- Juniors aged under 18 years on 31st December of the current year.

6.4. Membership shall not be denied to a person on any discriminatory grounds.

## **7. Regional Management Committee**

The affairs of SCR shall be conducted by a Regional Management Committee (RMC) which shall consist of Regional Officers and Club Representatives. The elected SCR Regional Officers must consist of a President, Chairperson, Secretary and Treasurer; additional officers may include a Membership Secretary, a Regional Captain, a Regional Coach, a Regional Umpire, a Regional Youth Development Officer, a Safeguarding Officer, a Competitions Secretary and a Website & Communications Officer.

### **7.1 Regional Officers**

- 7.1.a Regional Officers must hold a current PE licence with Suffolk Coastal.
- 7.1.b All Regional Officers shall be (re-) elected at the AGM and serve until the following AGM.
- 7.1.c If there is only one nomination for a particular office, then that member shall be elected. If there are several nominations then a ballot of all members present, including remote attendees, will be conducted, The ballot will be adjudicated by tellers appointed during the AGM.
- 7.1.d Officer posts that are unfilled following an AGM or which become vacant can be appointed by the RMC, provided they fulfil the above criteria in 7.1a. The new Officer will immediately have full voting rights.

### **7.2 Club Representatives.**

- 7.2.a All Member Clubs within the SCR shall be represented on the RMC. Following the election of the Officers at an annual AGM, each Club may appoint a Club Representative (in addition to any Officer(s) who is a member at that club) who will represent their interests at RMC meetings.
- 7.2.b A Club Representative (or their nominated substitute) must hold a current PE licence in order to be eligible to a vote at RMCs.

### **7.3 RMC Meetings**

- 7.3.a Meetings shall occur at least three times a year. These may be conducted in person and/or remotely.
- 7.3.b The Secretary shall convene meetings of the RMC to an Agenda set by the Chairperson.
- 7.3.c No meeting of the RMC can start until the Chairperson or, in their absence, the President is present.
- 7.3.d The quorum necessary for the transaction of business at RMC meetings shall be 25% of the elected officers including at least two of the President, Chairperson, Secretary or Treasurer.
- 7.3.e Adult members of the SCR are welcome to attend any RMC meeting, but do so purely as observers, having no voting rights.
- 7.3.f Significant decisions at RMC meetings shall be determined by simple majority of the members present and voting. In the event of an equality of votes, the chairperson of the meeting shall have a casting vote.

- 7.3.g Interpretation of the SCR Constitution shall be vested in the RMC, who shall decide on all matters relating to the SCR, save those specified in or involving an amendment to the Constitution.
- 7.3.h At all meetings of the RMC the Regional Secretary shall take minutes and these shall be published to all RMC members within four weeks of the meeting taking place and verified at the next RMC meeting.
- 7.3.i The RMC shall act for all the members, and will be responsible for adopting new policy, codes of practice and rules.
- 7.3.j The RMC is responsible for considering applications for any category of membership.
- 7.3.k The RMC shall have the power to appoint sub-committees to carry out specific activities, composed of RMC members and/or other suitable SCR members. For liaison purposes a representative of a sub-committee may be invited to attend any relevant meetings of the RMC but unless they are also a member of the RMC, they shall not have voting rights.
- 7.3.l The RMC may use external professionals and advisers at its discretion.

## **8. General Meetings**

General Meetings are the means whereby the members of the SCR exercise their democratic rights in conducting SCR affairs. These may be conducted in person and/or remotely.

### **8.1 Annual General Meeting (AGM)**

8.1.a An AGM shall be held each year, normally not later than 31st October:-

- To approve the minutes of the previous year's AGM.
- To receive and accept reports from the President, Secretary and Regional Captain.
- To receive a report from the Treasurer who shall present the independently examined annual statement of accounts for approval.
- To elect Officers and Honorary Life Members.
- To agree the Regional Precept for the following PE membership year.
- To consider any proposed changes to the Constitution.
- To discuss and vote upon items correctly submitted for the Agenda.

8.1.b Not less than 28 days before the date of the AGM, the Secretary shall issue notice of the AGM and make Officer nomination forms available.

8.1.c All nominations, proposed amendments and resolutions must be signed by the proposer and seconder and be received by the Secretary at least 21 days prior to the AGM. All nominees must sign their consent to serve if elected. All signatories must be eligible to vote at the AGM.

8.1.d The Secretary shall issue the agenda for the AGM not less than 14 days prior to the meeting.

8.1.e The quorum for an AGM shall be 50% of the elected officers of the RMC plus an additional 30% of the voting membership of the SCR. One of the President or Chairperson must be present and at least two from the President, Chairperson, Secretary or Treasurer.

### **8.2 Extraordinary General Meetings (EGM also known as Special / Emergency General Meetings)**

8.2.a The President may call an EGM upon the written request of at least 50% of the

elected officers of the RMC.

8.2.b An EGM may also be called by members of the SCR. The application should be made in writing to the Secretary, signed by not less than 50% of eligible voting members.

8.2.c Not less than 14 days before the date of the EGM, the Secretary shall issue notice of the EGM.

8.2.d Quorum for an EGM shall be 50% of the elected officers of the RMC plus an additional 30% of the voting membership of the SCR. One of the President or Chairperson must be present and at least two from the President, Chairperson, Secretary or Treasurer.

### 8.3 Voting Procedures at AGMs and EGMs

8.3.a Each adult member of SCR shall be entitled to vote.

8.3.b Acting through the Secretary, postal votes may be cast.

8.3.c A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment (see 10.2). In the event of a tie, the chairperson of the meeting, at their sole discretion, shall have a casting vote in addition to a deliberative vote.

## 9 Finance

All monies raised by or on behalf of SCR shall be used for the SCR's stated Objectives and for the administration of the SCR.

9.1 The Regional Treasurer is responsible for the finances of the SCR.

9.2 The financial year of the SCR ends on 31st December of each year.

9.3 Proper accounts shall be kept of all income and expenditure.

9.4 The Annual Regional Precept, agreed at the AGM shall be notified to PE.

9.5 At the AGM the Treasurer shall present an independently examined statement of annual accounts. Such accounts shall be deemed independently examined upon written confirmation from two independent adult members of the SCR, chosen by the RMC, stating they have verified the correctness of the accounts.

9.6 The funds of the SCR shall be lodged at a bank or building society in an account in the name of the SCR, and all cheques, drafts etc., drawn on these accounts shall be signed by two of the three signatories. The Treasurer and Secretary shall each be registered with the bank as one of the signatories and the other shall be either the President or Chairperson. Internet banking may be conducted by any of the account signatories.

- 9.7 All reasonable expenses incurred by any member of the RMC or any other member of the SCR shall be reimbursed from SCR funds.
- 9.8 Proposed expenditure of over £50 that has not already been approved by the RMC should be notified to the President, Chairperson, Secretary and Treasurer.
- 9.9 All members of the RMC shall be jointly responsible for the financial liabilities of the SCR.

## **10 Amendments to the Constitution**

- 10.1 Amendments to the Constitution can only be voted upon at an AGM or an EGM.
- 10.2 Amendments to the Constitution shall require a two-thirds majority of members present and voting and if agreed, will take effect immediately following the AGM or EGM.
- 10.3 No proposal to amend the Constitution which has been defeated shall again be included on an agenda, until a period of 23 months has elapsed since its previous discussion at an AGM or EGM.

## **11 Safeguarding.**

- 11.1 Prior to undertaking any work on behalf of the SCR with vulnerable persons and/or minors, the Safeguarding Officer and any member involved must be in possession of a relevant current DBS certificate.

## **12 Discipline & Appeals**

- 12.1 The RMC shall have the power to take appropriate proportional disciplinary action against any member, and in doing so it shall follow PE Disciplinary Procedures until such a time as the SCR may establish its own Disciplinary Policy.
- 12.2 The RMC may elect to refer any disciplinary action to the PE Board.

## **13 Dissolution/winding-up**

- 13.1 The SCR may be wound up upon a resolution of the members, passed by a two-thirds majority at a meeting especially convened for that purpose upon the signed request of 50% of members of the SCR. The Secretary shall have sent at least 30 days' notice of the meeting to all members of the SCR.
- 13.2 Upon passing the resolution to wind up the SCR, the members of the SCR shall appoint a representative committee to draw up a plan within 14 days to settle all liabilities and distribute any remaining assets to an appropriate successor body which shall have the same aims and objectives as the SCR. In the event of there not being such a successor body, then the representative committee shall decide on the distribution of assets, with the remainder being passed to PE.
- 13.3 The representative committee will then call a meeting of all SCR members to discuss and agree their recommendations.

## **14 Policy Documents**

- 14.1. The RMC is responsible for the development and update of relevant policy documents.
- 14.2. Upon the update of any policy documents, a copy must immediately be sent to each member club.
- 14.3. No provisions within the policy documents have the authority to supersede this agreed Constitution.

## **15. Declaration**

The members of Suffolk Coastal Region hereby adopt and accept this Constitution as the current operating guide.

Signed: Martin Inglis

Chairperson

Signed: Paul Lee

Secretary

Dated: - 28<sup>th</sup> February 2024

This is the constitution approved on 27th October 2023 by 26 players eligible to become SCR licence holders with the regional boundaries in clause 1.2 amended to meet Petanque England requirements.