



# MONKSTONE PÉTANQUE CLUB

# CONSTITUTION & RULES

**v3.5**  
February 2024

## **Amendment Record**

v2.1 - Originally adopted by members of Monkstone Pétanque Club at the EGM held on Sunday 21st March 2010.

v2.2 - Revised and adopted by members of the Monkstone Pétanque Club at the AGM held on Wednesday 11 February 2015

v2.3 - Revised and adopted by members of the Monkstone Pétanque Club at the AGM held on Friday 20 January 2017.

v3.0 – Substantially revised and adopted by members of the Monkstone Pétanque Club at the EGM held on 12 October 2018

v3.1 - Revised and adopted by members of the Monkstone Pétanque Club at the AGM held on Friday 22 February 2019.

1. "social" replaced with "Associate" in Part 1 – Clause 4.8.2
2. Section 11 – Custodial Trustees inserted in Part 1 and subsequent Clauses renumbered accordingly

v3.2 - Revised and adopted by members of the Monkstone Pétanque Club at the AGM held on Wednesday 11 March 2020.

1. Part -1 Clause 10.3 deleted and replaced with new Clause 10.3
2. Part 1- Clause 10.5 deleted and replaced with new Clause 10.5

v3.3 - Revised and adopted by members of the Monkstone Pétanque Club at the AGM held on Wednesday 24 March 2021.

1. Categories of membership amended in Part 1 - Clause 4.4
2. New Part 1 - Clause 10.2 added and existing clauses 10.2.to 10.9 renumbered as 10.3 to 10.10.

v3.4 - Revised and adopted by members of the Monkstone Pétanque Club at the AGM held on Tuesday 15 March 2022.

1. Part 1 - Clauses 4.4 & 10.2 - "Ordinary" replaced by "Adult"
2. Part 1 - Clauses 4.8 & 4.9 - references in to holding a WPA "licence" amended to holding WPA "membership".
3. Part 1 - Clause 10.2 – amended to include WPA requirement that Club Officers must hold WPA League or Full membership.
4. Part 1 - Clauses 10.4, 10.6 & 10.7 amended to change the term "Additional Executive Member" to "Executive Member" and to replace the post of Publicity Officer with Executive Member 4.
5. Part 2 Clause 1.2, "28 days" replaced with "36 days"
6. Part 2 Clause 1.17, "40%" replaced with "15%"

v3.5 - Revised and adopted by members of the Monkstone Pétanque Club at the AGM held on Thursday 29 February 2024.

1. Part 1 - Clauses 8.1 and Part 2 – Clauses 2.1, 2.2 deleted and replaced with revised text removing the requirement for 2 OGMs per year and providing the mechanism for OGMs to be called by the Executive and Members.
2. Part 1 - Clause 4.12 deleted and replaced by new Clause 4.12 and sub-clauses to redefine the entitlements of membership categories.
3. Minor amendments to Part 1 Clause 9.1, 12.6, 14.1 and Part 2 Clauses 1.8, 1.15, 1.17, 2.13, 3.11, 3.13 as a consequence of item 2 above.
4. Part 2 Clause 4.1, Existing wording deleted and replaced with a cross reference to the Club's Accessibility & safeguarding Policy

**Signed:** .....

**Name:** Roger Griffin  
**Position:** Secretary



## **PART 1 - CONSTITUTION**

### **1 Name**

- 1.1 The Club shall be known as the Monkstone Pétanque Club (hereinafter called the Club). The Club's Headquarters shall be at Penylan Bowling Club, Marlborough Road, Penylan, Cardiff, CF23 5BU or at such other location, as the Members shall from time to time agree upon.

### **2 Affiliation**

- 2.1 The Club shall be affiliated to the Welsh Pétanque Association (hereinafter called the WPA).

### **3 Aims and Objectives**

- 3.1 The Objectives of the Club are to:

- a. To provide facilities within the environs of Cardiff for the playing of pétanque;
- b. To formulate a constitution and rules by which to run the club in the interests of its members;
- c. To form a committee or committees to manage the club's affairs within the structure of the constitution;
- d. To organise teams to play in various competitions and leagues;
- e. To organise inter- and intra-club competitions.

- 3.2 The Aims of the Club are to:

- a. To promote the sport of pétanque.
- b. To foster a spirit of friendly competition within the sport of pétanque.
- c. To uphold and promote the aims of the governing bodies of the sport.

### **4 Membership**

- 4.1 The Club shall consist of the Officers and the Members
- 4.2 Members shall be persons who have paid the annual fee appropriate to their category of membership as defined in Clause 4.4. Membership of the Club shall be open, and not unreasonably restricted on the grounds of sex, disability, race or political, religious or other opinions, to any person who is prepared to accept and support the aims and objectives of the Club.
- 4.3 In accepting membership, a person agrees to abide by the Constitution and Rules of the Club and the rulings of the Club Executive.



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- 4.4 There shall be the following categories of membership:
- a. Adult Members shall be players 18 years of age and over on the 31 December of the relevant membership year;
  - b. Junior Members shall be players under 18 years of age on the 31 December of the relevant membership year;
  - c. Honorary Life Membership which may be given at the discretion of the Executive in recognition of services to the sport of pétanque or to the Club. A maximum of three Honorary Life Memberships may be awarded in anyone year.
- 4.5 The Membership Year shall run from 1 January to 31 December each year.
- 4.6 Applications for membership shall be in the form prescribed by the Executive from time to time and handled in the manner determined by the Executive.
- 4.7 The Executive shall consider each and every application for membership or renewal of membership and acceptance or rejection shall be at its sole discretion. Notice of refusal or acceptance of an application for membership or renewal of membership shall be given to the applicant by the Secretary within 14 days of an Executive decision to refuse or accept such application. Acceptance of applications for membership or renewal of membership by young persons or vulnerable adults shall be subject to, inter alia, provisions of Part 2 – Rules – Section 4.
- 4.8 Membership, except only Honorary Life Membership who have retired from playing, shall include and be dependent on the Member or proposed Member:
- 4.8.1 applying for and obtaining membership of the WPA except as set out in Part 1 – Constitution - Clause 4.9; and
  - 4.8.2 applying for and obtaining Associate membership of the Penylan Club except only where the Member or proposed member has not attained his/her 18th birthday. This requirement may be waived at the sole discretion of the Executive
- 4.9 The Executive may, at its sole discretion, exempt a Member or proposed Member from the requirement to hold membership of the WPA where the Member or proposed Member is a temporary resident in Wales and holds a valid licence or membership of another Association/Federation recognised by the FIPJP, subject always to the approval of the WPA. Any such Member will be eligible to represent the Club as a player but will not be eligible to enter National Championships or represent Wales in any capacity. Such dispensation from holding WPA membership shall not exceed a period of 12 consecutive months unless an extension of this period is approved by the WPA.
- 4.10 The Secretary and/or the Treasurer shall maintain records of all Club Members and any Member shall be entitled to inspect the data held by the Club which relates to the said Member at all convenient times subject always to the Club's Data Protection Policy (see Part 2 – Rules – Section 5).
- 4.11 All categories of membership and the Club shall be adequately covered for third party insurance by the Club or at its direction through membership of the WPA or, in the case of a Member admitted by the application of the provisions of Part



1 – Constitution - Clause 4.9, by the federation who issued the FIPJP recognised licence to the said Member.

4.12 Each Member shall have the following entitlements:

4.12.1 Junior Members

- 4.12.1.1 to receive from the Club an annual membership card which may be incorporated in or replaced by any such membership card issued by an appropriate body to which the Club is affiliated; and
- 4.12.1.2 to receive notice of General Meetings and to attend at General Meetings of the Club; and
- 4.12.1.3 where appropriate to receive notices of and attend and vote at General Meetings of bodies to which the Club is affiliated subject only to the rules or constitution of such bodies in that regard.

4.12.2 Adult Members and Honorary Life Members

- 4.12.2.1 to receive from the Club an annual membership card which may be incorporated in or replaced by any such membership card issued by an appropriate body to which the Club is affiliated; and
- 4.12.2.2 to receive notice of General Meetings and to attend and vote at General Meetings of the Club; and
- 4.12.2.3 to sign the requisition for the Executive to convene and OGM or an EGM; and
- 4.12.2.4 to propose or support motions for submission at General Meetings; and
- 4.12.2.5 to propose or second nominations for election to the Executive; and
- 4.12.2.6 to be counted to determine if a meeting is quorate; and
- 4.12.2.7 where appropriate to receive notices of and attend and vote at General Meetings of bodies to which the Club is affiliated subject only to the rules or constitution of such bodies in that regard.

## 5 Membership Fees

- 5.1 All categories of Members, save Honorary Life Members, shall pay such annual fee or fees as shall be determined from time to time by an Annual General Meeting (AGM) at which may also be determined any exceptions, exemptions or variations thereto.
- 5.2 Membership fees shall be payable as and when determined by the Executive from time to time.

## 6 Discipline and Appeals

- 6.1 A Member in breach of the Club's Constitution and/or Rules or charged with conduct prejudicial to the interests of the Club may be suspended from some, or all, of the privileges of membership or be expelled from membership by a vote of



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two thirds of the Executive present at a meeting of the Executive. The nature of any such breach or charge shall be notified to the Member concerned at least 14 days before the date of the meeting at which the breach or charge is to be considered by the Executive. The Member concerned may submit his or her answer in writing to the Executive or attend the meeting, in the latter case with a single representative to assist the Member. The Member may also call on other persons to give evidence.

- 6.2 A Member suspended or expelled from membership of the Club may appeal to the Appeal Panel appointed in accordance with Clauses 6.3. No appeal shall be heard unless notice of such appeal is given in writing to the Secretary within 30 days of the date of the notification to the Member of his or her suspension or expulsion.
- 6.3 The Appeal Panel shall consist of three members of the WPA or other suitably qualified persons appointed by the Executive for the purpose of considering the appeal.
- 6.4 No Member, or ex-member, of the Club may be appointed as a member of an Appeal Panel.
- 6.5 The Appeal Panel shall hear the appeal and their decision shall be final and binding upon the Member and the Club and there shall be no further appeal from their decision. The format of the appeal process shall be at the sole discretion of the Appeal Panel.
- 6.6 Subject to the further provisions of this paragraph, any suspension or expulsion by the Executive as amended by any subsequent Appeal Panel shall not be annulled or amended by any following Executive unless new evidence is presented to the Executive. Any such new evidence shall be considered by an Appeal Panel appointed in accordance with Part 1 – Constitution - Clauses 6.3 to 6.5 and their decision shall be final and binding upon the Member, or former member, and the Club and there shall be no further appeal from their decision.

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

- 7.1 There shall be one AGM of Members in respect of each membership year convened by the Executive for the purpose of presenting an Annual Report, Annual Accounts, changes to the Constitution and Rules, for the election of Officers, for the determination of fees and subscriptions, and to consider motions and to appoint auditors.
- 7.2 The AGM must be held between 1 January and 31 March of the year following the membership year to which it relates and, in any event, must be held within 13 months of the previous AGM.

## **8 Ordinary General Meeting (OGM)**

- 8.1 An OGM of Members may be called upon the direction of the Executive or upon a requisition signed by not less than 10% of the membership of the Club entitled to sign. The Executive may call an OGM by a simple majority of its members.



## 9 Extraordinary General Meetings (EGM)

- 9.1 An EGM of Members may be called upon the direction of the Executive or upon a requisition signed by not less than 20% of the membership of the Club entitled to sign. The Executive may call an EGM by a decision of a simple majority of its members.

## 10 Executive Committee & Officers

- 10.1 The Club shall be managed by an Executive, each member of which shall have a term in office of two years. To provide continuity not all posts will become vacant at the same date.

- 10.2 Nomination for election to the Executive Committee shall be open to all Adult Members with the provisos that:

- there shall not be more than one member of any family group, household or similar relationship serving on the Executive Committee at any one time; and
- a member nominated as an Officer of the Club shall hold League or Full membership of the WPA or shall undertake to upgrade their membership of the WPA to League or Full level within 14 days of being elected as an Officer of the Club.

The decision of the Executive Committee on the eligibility of any nomination in these respects shall be final and binding.

- 10.3 The Executive shall have the powers and responsibilities to carry on and control all business conducted by the Club save as otherwise required by law or the Constitution and/or Rules of the Club or as required thereby to be done in General Meeting and including:

- a. the filling of vacancies in the Executive between Club AGMs;
- b. the appointment of sub-committees and standing committees and of members thereto for such purposes and such duration as in its entire discretion shall be considered necessary or appropriate;
- c. co-opting additional members as and when the need arises;
- d. to make Rules which shall have the same force and effect as the clauses in the Constitution;
- e. to join or affiliate to or with other bodies;
- f. to determine, reduce or waive subscriptions in respect of particular persons or classes of person;
- g. to engage, discharge or remove employees and to fix their remuneration and duties and if necessary to seek from them such security and in such forms as it approves or determines;
- h. to accept or reject applications for membership or renewal of membership;
- i. to appoint Appeal Panels to hear appeals.



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10.4 The Executive shall comprise:

- a. President
- b. Secretary
- c. Honorary Treasurer
- d. Executive Member (1)
- e. Executive Member (2)
- f. Executive Member (3)
- g. Executive Member (4)

10.5 The Officers of the Club shall be the members of the Executive named in sub-clauses a. to c. above.

10.6 Pursuant to Part 1 – Constitution - Clause 10.1, the posts of President, Honorary Treasurer, Executive Member (1) and Executive Member (4) shall become vacant in even numbered years and the posts of Secretary, Executive Member (2) and Executive Member (3) shall become vacant in odd numbered years

10.7 Subject always to the provisions of Part 1 – Constitution - Clause 10.3, members of the Executive shall be elected at the Club AGM and hold office from the end of that AGM to the end of the next Club AGM at which the relevant post becomes vacant in accordance with Part 1 – Constitution - Clause 10.6. All members of the Executive shall be eligible for re-election at the end of their term of office.

10.8 The Executive shall meet not less than three times between each Club AGM but other meetings may be called as a matter of urgency on a request to the Secretary in writing by not less than three members of the Executive stating the object for which the meeting is required.

10.9 No standing committee or sub-committee shall incur any liability or expense without the prior consent of the Executive.

10.10A member of the Executive may be removed from office at any time by the vote of not less than two-thirds of the Members present and entitled to vote at an EGM called for that purpose.

## 11 Custodial Trustees

11.1 All real and personal property of the Club shall be vested in Custodial Trustees duly appointed for the purpose by the Executive and ratified by an AGM or an EGM called for that purpose.

11.2 There must be three Custodial Trustees of the Club all of whom shall be fully paid up members of the Club.

11.3 No member shall be eligible to be nominated as a Custodial trustee until he or she has been a member of the Club for a minimum of three full membership years.

11.4 The Custodial Trustees shall be indemnified against risk and expense out of the Club property.





- 11.5 The Custodial Trustees hold office until death or resignation or until removed from office by a resolution of the Executive, which may for any reason seem sufficient to a majority of the members of the Executive present and voting by secret ballot.
- 11.6 Where by reason of death, resignation or removal of a Custodial Trustee a new Custodial Trustee needs to be appointed, or if the Executive deems it expedient to appoint an additional Custodial Trustee or Trustees, the Executive may by resolution nominate the person or persons, to be appointed as new Custodial Trustee or Trustees.
- 11.7 To give effect to a nomination:-
- 11.8.1 the President is nominated as the person to appoint new Custodial Trustees of the Club within the meaning of the Trustee Act 1925 Section 36, and subject to approval by the Executive and ratification by an AGM or an EGM called for that purpose; and
  - 11.8.2 the President must by deed appoint the person or persons nominated by the Executive as the new Custodial Trustee or Trustees of the Club; and
  - 11.8.3 the provisions of the Trustee Act 1925 apply to any appointment

## 12 Finance

- 12.1 It shall be the duty of every Officer of the Club having the receipt or charge of monies to give such account at such times as the Executive may direct, upon demand or by notice in writing, for the Executive's examination. The Executive may allow or disallow such accounts and the Officer concerned shall on such demand pay over the said monies and surrender all property of the Club for the time being in his or her custody to such persons as the Executive shall appoint.
- 12.2 All books of account, securities, documents and papers of the Club shall unless directed by the Executive to be held elsewhere shall be kept by the Treasurer or the Secretary in such place and manner as the Executive may from time to time direct and in accordance with the Club's Data Protection Policy as set out in Part 2 – Rules – Section 5.
- 12.3 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 Officers described in Clause 10.4 hereof.
- 12.4 The Members shall appoint a suitable person to act as the Auditor of the Club's accounts to hold office from the end of one Club AGM to the end of the next following Club AGM. The Auditor shall not be a member of the Executive or the employer or employee of a member of the Executive.
- 12.5 An audited statement of accounts, up to and including the end of the preceding membership year, shall be presented at the AGM of the Club.
- 12.6 The Executive may not borrow money without the prior approval of not less than two-thirds of the Members present and entitled to vote at a General Meeting called for that purpose.
- 12.7 All payments in excess of £25 shall be paid by cheque.



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- 12.8 Any profit which shall accrue shall be applied in furthering the objectives of the Club including the provision of appropriate benefits of membership to the Members.
- 12.9 Where the Club receives money or benefits from any Member or other person which attracts tax then the person making the payment or giving the benefit shall pay such further sum as is required to discharge such tax liability.

## **13 Review of the Constitution and Rules**

- 13.1 This Constitution and Rules shall be reviewed on an annual basis.
- 13.2 Proposed amendments to Part 1 - Constitution shall be considered and voted on only at an AGM or at an EGM called for that purpose. Proposed amendments to Part 1 - Constitution shall not be valid motions at an OGM.
- 13.3 Motions proposing additions to, or alterations of, Part 1 - Constitution shall be submitted to the Secretary in accordance with Part 2 - Rules - Section 1 or Section 3.
- 13.4 In the event of any question or matter arising which is not provided in the Constitution and/or Rules, such question or matter shall be dealt with by the Executive Committee, whose decision shall be final.
- 13.5 No proposal to amend the Constitution and/or Rules which has been defeated, nor any of like effect, shall again be proposed until a period of two years has elapsed since the date of the meeting at which such proposal was defeated.

## **14 Dissolution Procedures**

- 14.1 The Club may be dissolved at any time by the vote of not less than two-thirds of the Members present and entitled to vote at an EGM called for that purpose. On dissolution, all funds and assets of the Club shall be liquidated by the Executive, which shall remain in office until the same has been effected and all debts of the Club discharged.
- 14.2 Surplus assets shall be disposed of as the Executive shall, at its sole discretion, decide. Options for disposal to be considered shall include but not be limited to:
- 14.2.1 return to any body from which a grant or person from whom a loan has been obtained; and
- 14.2.2 passing to the sport's governing body or a club with similar objectives to the Club; and
- 14.2.3 returning any remaining surplus to the Members who were Members at the date of the passing of the resolution to dissolve the Club as nearly as possible in equal shares
- 14.3 In the event of dispute regarding the disposal of surplus assets, the decision of the Executive shall be conclusive.



## PART 2 – RULES

### 1. Annual General Meeting

- 1.1. The AGM shall be held on a date determined by the Executive complying with Part 1 – Constitution – Section 7 at such place as the Executive may from time to time determine.
- 1.2. At least 36 days before each AGM, the Secretary shall publish a Preliminary Notice giving:
  - a. the date, time and place of the meeting; and
  - b. the Executive posts becoming vacant; and
  - c. the names of any current Executive member(s) whose term of office has expired and who intend to seek re-election; and
  - d. an invitation to submit nominations for vacant Executive posts; and
  - e. an invitation to submit motions to be voted on at the AGM
- 1.3. Any Member wishing to make nominations for vacant Executive positions or to put motions to the AGM shall submit them to the Secretary on the forms provided with the Preliminary Notice at least 21 days before said AGM.
- 1.4. All Members nominated for vacant Executive positions must consent in writing to be nominated and to serve if elected, must be paid up Members at the closing date for nomination and must be nominated by at least 2 other Members.
- 1.5. At the AGM, nominations on the day can only be accepted for positions for which there has been no prior nomination, or for a vacancy that has occurred since the issue of the notice and must be submitted on the prescribed form prior to the commencement of business.
- 1.6. Members of the Executive eligible for re-election shall declare their intention to either re-stand for, or to stand-down from, their current position or any other vacant position prior to the issuing of the Preliminary Notice of the AGM, this declaration to be included in the Preliminary Notice of the AGM.
- 1.7. If there is only a single nomination for a position, then the Presiding Officer at the AGM shall declare that Member to be elected. If more than one Member is nominated for a position, then a ballot of all Members present at the meeting and entitled to vote will be conducted.
- 1.8. Any motion, or amendment to a motion, submitted by a Member for inclusion on the AGM agenda shall be signed by the proposer and supported by the signatures of a minimum of 20% of the membership of the Club entitled to sign. The Executive may submit a motion, or amendment to a motion, by a decision of a simple majority of its members.
- 1.9. At least 10 days prior to the AGM the Secretary shall, subject to the provisions of Part 1 – Constitution – Clause 4.12, provide to each Member a Formal Notice giving:



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- a. notice of the meeting; and
  - b. the agenda of the business to be transacted including any valid motions that have been submitted; and
  - c. details of any valid nominations received for vacant positions on the Executive
- 1.10. Any amendments to a proposed motion shall be submitted in writing to the Secretary on the same forms issued with the Preliminary Notice not later than 3 days before the said meeting.
- 1.11. The Presiding Officer shall be the Club President or, in his absence, the Secretary or Treasurer (in that order of precedence).
- 1.12. The agenda shall be to:
- a. confirm the date of notice of meeting.
  - b. receive apologies for absence.
  - c. approve the minutes of the previous AGM
  - d. receive the President's Report.
  - e. receive and, if so resolved, adopt the Club's accounts and, if any, the Auditor's report.
  - f. determine the rates of subscriptions.
  - g. consider and, if so resolved, approve motions submitted in accordance with the Constitution and Rules
    - i. proposed by the Executive
    - ii. proposed by Members
  - h. hold any necessary ballots and declare the election of members of the Executive.
  - i. to appoint an Auditor.
  - j. to consider such other business as the Presiding Officer may admit. No vote to be taken.
- 1.13. The Executive shall decide the order in which motions will be considered and may recommend the consolidation of motions.
- 1.14. If more than one valid amendment is submitted for any motion, the Executive shall decide the order in which the amendments will be considered. All amendments to a motion shall be considered and voted on before the substantive motion which shall be deemed to have been amended by any amendment which has been carried.
- 1.15. A motion or amendment shall be carried by a simple majority of those present and entitled to vote, except when the motion or amendment is an amendment to Part 1 – Constitution, which shall require a two-thirds majority.
- 1.16. Each Member attending and entitled to vote shall have one vote except the Presiding Officer, who shall have the casting vote in addition to a deliberative vote.



- 1.17. No AGM may proceed to business unless 15% of the membership entitled to be counted is present within half an hour of the notified time of commencement of the AGM.

## 2. Ordinary General Meeting

- 2.1. An OGM of Members may be convened as defined in Part 1 – Constitution – Clause 9.1 for the purposes of receiving progress reports from the Executive and considering motions proposed by Members or the Executive and to discuss other appropriate business. Decisions made will become effective at the close of the meeting unless otherwise agreed.
- 2.2. An OGM of Members shall be held at such times and places as the Executive may determine and in any case the OGM shall be convened within 36 days of the receipt by the Secretary of a duly signed valid requisition.
- 2.3. At least 16 days before each OGM the Secretary shall publish the date, time and place of the meeting. Those entitled and wishing to put proposals to the meeting shall submit their motions to the Secretary at least 10 days before the Meeting. Motions shall be signed by the proposer and seconded by 2 Members.
- 2.4. At least 7 days prior to the OGM the Secretary shall provide to each Member a Notice giving:
  - a. notice of the meeting; and
  - b. the agenda of the business to be transacted including any valid motions that have been submitted
- 2.5. Any amendments to a proposed motion shall be submitted in writing to the Secretary signed by the proposer and seconded by 2 Members not later than 3 days before the said meeting.
- 2.6. The Executive, at its sole discretion, may direct that any motion submitted by a Member is of such importance that it should be the subject of an EGM. In this case the Executive shall notify the proposer and all the Rules governing all matters in connection with an EGM as set out in Part 2 – Rules – Section 3, shall apply.
- 2.7. The Presiding Officer shall be the Club President or, in his absence, the Secretary or Treasurer (in that order of precedence).
- 2.8. The agenda shall be to:
  - a. receive apologies for absence.
  - b. receive Executive Members' Reports.
  - c. consider and, if so resolved, approve motions submitted in accordance with the Constitution and Rules
    - i. proposed by the Executive
    - ii. proposed by Members
  - d. hold an open forum.
  - e. consider such other business as the Presiding Officer may admit. (No vote to be taken).



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- 2.9. The Executive shall decide the order in which motions will be considered and may recommend the consolidation of motions.
- 2.10. If more than one valid amendment is submitted for any motion, the Executive shall decide the order in which the amendments will be considered. All amendments to a motion shall be considered and voted on before the substantive motion which shall be deemed to have been amended by any amendment which has been carried.
- 2.11. A motion or an amendment to a motion shall be carried by a simple majority of those present and voting.
- 2.12. Each Member attending and entitled to vote shall have one vote except the Presiding Officer, who shall have the casting vote in addition to a deliberative vote.
- 2.13. No OGM shall proceed to business unless 15% of the membership entitled to be counted is present within half an hour of the notified time of commencement of the OGM.

## **3. Extraordinary General Meeting**

- 3.1. An EGM may be convened as defined Part 1 – Constitution - Clause 9.1.
- 3.2. The meeting will be held at such a time and place as the Executive shall decide.
- 3.3. No EGM shall be convened within 2 calendar months of the date of the AGM and the subject of any otherwise valid requisition received by the Secretary in accordance with Part 1 – Constitution – Section 9 shall be deferred to the AGM and the Secretary shall inform the proposer of the deferment.
- 3.4. Subject always to the provisions of Part 2 – Rules – Clause 3.3, should the Secretary not issue a Notice to convene an EGM within 36 days of receiving a duly signed requisition, the requisitioners may convene the EGM and shall have a claim upon the Club for all expenses reasonably incurred in convening it.
- 3.5. Subject always to the provisions of Part 1 – Constitution – Clause 4.12, the Notice convening an EGM shall be provided to every Member not less than 28 days before the date of the EGM, stating the date, time and place thereof and the purpose for which it is convened.
- 3.6. Any amendments to a proposed motion shall be submitted in writing to the Secretary signed by the proposer and seconded by 2 Members not later than 14 days before the said meeting.
- 3.7. The Presiding Officer shall be the Club President or, in his absence, the Secretary or Treasurer (in that order of precedence).
- 3.8. The agenda shall be restricted to the motion(s) set out in the Notice convening the EGM and any amendments submitted in accordance with Part 2 – Rules - Clause 3.5. No other business will be conducted.



- 3.9. The Executive shall decide the order in which motions will be considered and may recommend the consolidation of motions.
- 3.10. If more than one valid amendment is submitted for any motion, the Executive shall decide the order in which the amendments will be considered. All amendments to a motion shall be considered and voted on before the substantive motion which shall be deemed to have been amended by any amendment which has been carried.
- 3.11. A motion or amendment shall be carried by a simple majority of those present and entitled to vote, except when the motion or amendment is an amendment to Part 1 – Constitution, which shall require a two-thirds majority.
- 3.12. Each Member attending and entitled to vote shall have one vote except the Presiding Officer, who shall have the casting vote in addition to a deliberative vote.
- 3.13. No EGM shall proceed to business unless 30% of the membership entitled to be counted is present within half an hour of the notified time of commencement of the EGM.

## 4. Safeguarding

- 4.1. The Club and its Members shall abide by the Club's Accessibility and Safeguarding Policy as amended from time to time.

## 5. Data Protection Policy

- 5.1. All Member's data shall be collected, processed and stored in accordance with the Club's Data Protection Policy as amended from time to time.



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