

SOUTHERN COUNTIES PÉTANQUE ASSOCIATION CONSTITUTION & RULES

1. NAME

The Association shall be called the Southern Counties Pétanque Association (SCPA), hereinafter called the SCPA.

2. OBJECTS

The Objects of the SCPA are to promote the game of pétanque by all means at its disposal including:

- 2.1. by organising competitions and supporting participation in representative events,
- 2.2. by co-ordinating the playing and development of the sport within its geographical area,
- 2.3. by instruction in the sport,
- 2.4. by promoting public awareness of the sport,
- 2.5. by promoting national and international links through affiliation to the English Pétanque Association and, via the English Pétanque Association, affiliation to the Federation Internationale de Pétanque et Jeu Provençal. (F.I.P.J.P.)

3. DEFINITIONS OF TERMS AND ABBREVIATIONS USED IN THIS CONSTITUTION

3.1. EPA

The English Pétanque Association, to which the SCPA is affiliated, is recognized by the Federation Internationale de Pétanque et Jeu Provençal (F.I.P.J.P.) as the governing body for petanque in England.

3.2. EPA MC

The Management Committee of the English Pétanque Association.

3.3. Members

Members shall be persons who have paid the annual fee appropriate to their category to the EPA as defined in the Constitution and Rules of the EPA and to the SCPA as defined in Clause 5. Membership shall not be denied to any person on the grounds of gender, race, religion, colour, politics or disability.

3.4. EC

Executive Committee, being the local description of the County Regional Management Committee as defined by the Constitution and Rules of the EPA, is the managing body of the SCPA.

3.5. Full Council

The Full Council of the SCPA is a consultative meeting of the EC that may be attended by any member of the EPA, and others at the invitation of the EC, but with voting rights as described in Clause 15.4.4 and Clause 15.4.5.

3.6. Registered Clubs

Registered Clubs shall be such Pétanque Clubs as are admitted to the SCPA in the manner described in the Constitution and Rules.

3.7. General Meetings

General Meetings of the SCPA shall be the Inaugural General Meeting (IGM), Annual General Meetings (AGM) or Extraordinary General Meetings (EGM).

4. STRUCTURE

4.1. Member

Individual Members, who may be members of Clubs or Unattached.

4.2. Club

To register, a Club shall have the minimum requirements for EPA membership, i.e. at least 3 members who are Ordinary Members of the SCPA and minimum Officers of Chairman (President), Secretary and Treasurer. For subsequent years of registration a Club shall have at least 6 members of the Association.

4.3. SCPA

4.3.1 Powers

SCPA has the power to run its own affairs including: setting its subscription, determining its name, administering membership, resolving disciplinary matters and disputes, holding funds and assets separately from the EPA, organising pétanque competitions and publishing a playing calendar.

4.3.2 Boundaries

The boundaries of the SCPA shall include the whole of the counties of Dorset, Hampshire and West Sussex and that part of Surrey west of the M23 and south of the M25. However, any EPA Registered Club from outside the area so described may apply to join the SCPA as being most appropriate to its playing practice. The boundaries of the SCPA may be changed, or an application by a single Club to join the SCPA may be considered, through the processes described in Clause 13.

4.3.3 Executive Committee (EC)

The SCPA shall be managed by an Executive Committee comprising elected Officers. All contested elections shall be conducted by a ballot of SCPA Individual Members present at the AGM.

4.3.4 Elected Officers

The SCPA shall have the following elected Officers: President, Vice President, Secretary, Treasurer, Membership Secretary, League Fixtures Secretary, Competitions Secretary, Promotions Secretary, Umpire, Coach, Junior Coach, and Youth Development Officer. Any Office other than that of the President may be shared by more than one person. The EC may from time to time appoint other Officers for such periods as are necessary to carry out specific functions and duties as required by the EC. Such Officers shall be granted voting rights at meetings of the EC or any sub-Committee at the discretion of the EC and normally related to the specific functions and duties of their temporary office.

4.3.5 Annual General Meeting (AGM)

There shall be an AGM of members in each period of 12 calendar months convened by the EC for the purpose of presenting an Annual Report, Annual Accounts, election of Officers, determination of fees, consideration of motions and appointment of auditors. The AGM must be held within 13 months of the previous AGM.

4.3.6 Extraordinary General Meeting (EGM)

EGMs may be called upon direction of the EC or upon a requisition signed either by 20 Individual Members or by the Club Secretaries on behalf of not less than one-third of the Registered Clubs of the SCPA.

4.3.7 Affiliation to the English Pétanque Association

The SCPA shall affiliate to the English Pétanque Association.

5. MEMBERSHIP

- 5.1. Individuals and Clubs shall complete the application or renewal form and shall have paid the appropriate fees for EPA and SCPA membership.
- 5.2. Individual Membership shall be in the following categories:
 - 5.2.1. Ordinary Members shall be players aged 18 or over on 31st December of the current calendar year.
 - 5.2.2. Juniors, including cadets and minors as defined in the Constitution and Rules of the EPA shall be players aged under 18 on 31st December of the current calendar year.
- 5.3. Registered Clubs shall be such Pétanque Clubs as are admitted to the SCPA having a Constitution and Rules that do not conflict with the SCPA's. The Officers of such Clubs shall be and remain members of the SCPA. Registered Clubs may admit members who are not members of the SCPA/EPA but such members shall not be entitled to any of the rights and privileges of membership of the SCPA/EPA and shall hold third party liability insurance equivalent to that afforded to members of the SCPA/EPA in respect of any activities related to pétanque.
- 5.4. Membership shall be administered by the EC as set out in Clause 7.1.
- 5.5. The SCPA Secretary shall send a notice of rejection of an application for membership by an Individual Member or Registered Club to the applicant within 14 days of the EC meeting at which the decision was made. Acceptance of an application shall be notified through receipt by the Individual Member of an EPA Licence.
- 5.6. In the event of rejection the applicant shall have the right of appeal to the EPA MC within 28 days of receipt of the notice of rejection.
- 5.7. Life Membership may be proposed by the EC and conferred by a vote at an AGM. Life Members of the former BPA Southern Region are deemed to be Life Members of the SCPA.

6. ELECTIONS

6.1. Nomination

Every Individual Member nominated to hold an Office of the SCPA must consent in writing to be nominated and to serve if elected.

6.1.1 SCPA Officers

Candidates, who must have been an Individual Member for not less than 2 years (President 4 years) at the closing date for nomination, must be proposed and seconded by Individual Members of SCPA (the proposer and seconder to be different people). Officers of the SCPA shall be elected to serve until the AGM next following their election, except that the President shall be elected to serve until the second AGM following his or her election.

6.1.2 EPA MC Candidates

Candidates, who must have been EPA members for not less than 2 years at the closing date for nomination, may, at the discretion of the EC, be nominated by the SCPA for election to the EPA MC.

6.2. Election

If there are no more nominations than vacancies for a particular office then the Presiding Officer at the AGM shall declare the nominated Individual Member to be elected.

6.3. Removal from office of SCPA Officers

An Officer of the SCPA may be removed from office by the vote of not less than two-thirds of the members of the SCPA present at an Extraordinary General Meeting called for that purpose and as described in Clause 15.2.

7. POWERS AND DUTIES

7.1. Executive Committee (EC)

The EC shall have the following powers and duties:

- 7.1.1. to promote and develop the game of pétanque within the SCPA area,
- 7.1.2. to organise and run Competitions, including leagues, and select teams for events where and as appropriate,
- 7.1.3. to organise and fund coaching,

- 7.1.4. to establish and maintain qualified Umpires,
- 7.1.5. to propose changes to the Constitution and Rules for the decision of the members in a General Meeting of the SCPA,
- 7.1.6. to hold and operate assets and the funds of the SCPA,
- 7.1.7. to propose rates of subscription for the decision of the members in the SCPA AGM,
- 7.1.8. to appoint sub-committees for specified purposes and duration,
- 7.1.9. to appoint additional Officers for temporary purposes and periods and to co-opt additional members as and when deemed necessary or desirable,
- 7.1.10. to receive Notice of EPA General Meetings and submit motions to the EPA Annual General Meeting,
- 7.1.11. to participate in the requisition for an EPA Extraordinary General Meeting,
- 7.1.12. to nominate candidates to the EPA MC,
- 7.1.13. to propose honoraria for specific Officers for the decision of the members in the SCPA AGM,
- 7.1.14. to direct that an EGM be convened as and when necessary,
- 7.1.15. to accept or reject an application for membership from an individual or Club,
- 7.1.16. to reject an application for membership from anyone currently serving a ban by the SCPA or other County Region Association,
- 7.1.17. to reject an application for membership to any individual who has served the period of a ban that has been imposed by the SCPA or any other County Region Association,
- 7.1.18. to convene Disciplinary Tribunals in accordance with Clause 10 to hear matters of alleged unacceptable conduct and appeals relating to any Individual Member or Registered Club brought before it,
- 7.1.19. to receive recommendations from Disciplinary Tribunals and to impose appropriate sanctions in accordance with Clause 10,
- 7.1.20. notwithstanding the provisions of Clauses 7.1.18 and 7.1.19, in such circumstances as it deems appropriate, to refer any Disciplinary matter directly to the EPA MC,
- 7.1.21. to maintain an up-to-date Register of Members and Clubs,
- 7.1.22. to propose the conferring of Life Membership of the SCPA in appropriate cases for the decision of the members in the SCPA AGM,
- 7.1.23. to publish a playing calendar for each year,
- 7.1.24. to call for a Ballot of members on any matter it deems appropriate.

7.2. President

- 7.2.1. The President shall preside, when present, at meetings of the EC and Full Council.
- 7.2.2. The President shall preside, when present, at General Meetings of the SCPA and shall, ex officio, be a member of all standing committees.
- 7.2.3. The President shall appoint scrutineers as may from time to time be required in relation to Ballots of members as described in Clause 15.5.

7.3. Secretary

- 7.3.1. The Secretary shall convene, attend and keep minutes of all meetings of the EC, Full Council and General Meetings of the SCPA. Minutes of meetings shall be distributed not less than 5 days before the next relevant meeting, except for Minutes of an AGM which shall be distributed not less than 14 days before the next AGM.
- 7.3.2. The Secretary shall receive and redirect or respond to, as appropriate, all formal correspondence addressed to the SCPA.

7.4. Treasurer

The powers and duties of the Treasurer are:

- 7.4.1. to operate the SCPA's finances,
- 7.4.2. to prepare the Books of Account for Audit,
- 7.4.3. to prepare and present audited accounts to each AGM of the SCPA,
- 7.4.4. to prepare and present an annual budget as required by the EC,
- 7.4.5. to prepare and present up-to-date situation reports on the financial position of the SCPA to meetings of the EC and Full Council,
- 7.4.6. to nominate no more than two members of the EC who, together with the President and Treasurer, shall be the designated signatories to the Bank Accounts of the SCPA as described in Clause 8.4.

8. FINANCE AND ASSETS

8.1. Fees

- 8.1.1. All SCPA fees relating to membership for Ordinary Members, Juniors, Clubs and Leagues, whether existing members of the SCPA or joining, shall be at a rate to be determined from time to time by an AGM.
- 8.1.2. The SCPA shall annually collect and pay to the EPA an affiliation fee in respect of every member in membership and every Registered Club within the area of the SCPA.

8.2. Accounts

Proper Books of Account shall be maintained by the Treasurer and shall be available for inspection by SCPA members at any reasonable time.

8.3. Expenses

Reasonable expenses may be reimbursed for costs incurred wholly and exclusively on behalf of the SCPA and duly authorised by an Officer delegated by the EC to incur those costs. The authorising Officer shall submit such documentary evidence of the purpose and amount of such costs as may be required by the Treasurer.

8.4. Bank Accounts

The SCPA shall maintain a cheque account with a Bank from time to time selected by the EC. Such account shall operate under the joint signatures of any two of the designated signatories as described in Clause 7.4.6. Such other accounts as may be deemed desirable may be opened and operated provided the signature requirements are as those for the cheque account.

8.5. Grants

The SCPA may not make grants or donations to any person or organisation other than specifically for the achievement of the Objects set out in Clause 2.

8.6. Borrowing

The SCPA may not borrow advances of money at rates in excess of 7% above LIBOR and in any event may not borrow in excess of one-fifth of its last audited annual income.

8.7. Assets

All assets of the SCPA, including all Cups and Trophies held for the time being by those awarded them in respect of competitions, remain the property of the SCPA. The holders of any such Cups and Trophies shall indemnify the SCPA against loss or damage to them, and shall hold insurance to cover the indemnity. All such Cups and Trophies shall be returned to the SCPA in time for award at the next relevant event. Failure to return such Cups and Trophies shall render the holder liable for the cost of purchasing a replacement of a similar standard.

8.8. Financial Year

The financial year for the SCPA shall be from 1st October to the next 30th September.

9. PRIVILEGES

9.1. General

9.1.1. Individual Members and Registered Clubs shall be entitled to the Privileges as set out in the Constitution and Rules of the EPA, together with the Privileges described in Clauses 9.2, 9.3 and 9.4 in relation to the activities of the SCPA.

9.1.2. Privileges may be withdrawn from Individual Members and/or from Registered Clubs in accordance with the provisions described in Clause 10.

9.2. Individual Members

Individual Members of the SCPA shall be entitled:

9.2.1. to have their particulars recorded in the SCPA Register of members,

9.2.2. to attend and vote at SCPA General Meetings, and to attend Full Council meetings and open meetings of the EC,

9.2.3. to compete in Competitions sponsored, organized or recognized by the SCPA,

9.2.4. to participate in the requisition for an EGM of the SCPA,

9.2.5. Where an Individual Member is unattached to a Registered Club, he or she shall in addition be entitled:

- to receive one current copy of the Constitution & Rules of the SCPA and the Rules of SCPA competitions,
- to receive Notice of General Meetings of the SCPA and to receive Minutes of General Meetings and meetings of the EC and Full Council,
- to submit motions to the AGM of the SCPA.

9.3. Registered Clubs

Registered Clubs shall be entitled:

9.3.1. to have their particulars recorded in the SCPA Register of Clubs,

9.3.2. to receive one current copy of the Constitution & Rules of the SCPA and the Rules of SCPA competitions,

9.3.3. to receive Notice of General Meetings of the SCPA and to receive Minutes of General Meetings and meetings of the EC and Full Council,

9.3.4. to submit motions to the AGM of the SCPA,

9.3.5. to enter teams, as defined by the rules of the relevant Competition, in Competitions sponsored, organized or supported by the SCPA,

9.3.6. to participate in the requisition for an EGM of the SCPA.

9.4. Life Members

Life Members of the SCPA shall be entitled to all of the benefits and privileges of Individual Membership of the SCPA and shall not pay any of the membership fees identified in Clause 8.1.

10. DISCIPLINE

Physical or verbal abuse, inappropriate behaviour or any form of anti-social behaviour has no place in the sport and is unacceptable. Unacceptable conduct will not be tolerated or allowed to go unchallenged at any time or at any level of the sport either on or off the terrain.

10.1. The Powers and Duties of the EC in relation to Discipline are set out in Clause 7.1

10.2. Matters that may be referred to the EC for consideration by a Disciplinary Tribunal:

- 10.2.1. Any Individual Member shall have the right to bring a complaint of unacceptable conduct direct to any SCPA Officer to be referred to the next scheduled meeting of the EC.
- 10.2.2. An Umpire or Official of any SCPA Competition may refer any instance of alleged unacceptable conduct by any Individual Member or Registered Club to the next scheduled meeting of the EC.
- 10.2.3. Appeals arising from the decisions of Registered Clubs, where the Constitution and Rules of the Registered Clubs allow such reference, may be sent to the SCPA Secretary to be referred to the next scheduled meeting of the EC.

10.3. Disciplinary Tribunal

- 10.3.1. A Disciplinary Tribunal shall be convened at the earliest opportunity following the meeting of the EC when the complaint or appeal was referred to it.
- 10.3.2. A Disciplinary Tribunal shall comprise the Vice President, who will preside, and three other SCPA Officers. In the absence of the Vice President the Regional Umpire or other SCPA Officer may be selected by the EC to preside.
- 10.3.3. Decisions of a Disciplinary Tribunal shall be unanimous.

10.4. The SCPA Secretary shall notify all parties in writing of the nature of the complaint or the matter to be considered together with the date, time and place of the Disciplinary Tribunal hearing.

10.5. All parties shall have the right to appear and to make a statement at Disciplinary Tribunals.

10.6. All complaints of physical or verbal abuse, inappropriate or anti-social behaviour will be taken seriously by the EC in accordance with this Clause 10, but the burden of demonstration that the complaint is reasonably warranted will fall on the person or persons making the complaint. Anonymous complaints will not be accepted, and it will normally be anticipated that complaints will be supported by preferably independent witnesses who are prepared either to provide attributable, signed statements of support for the complaint or to appear and make a statement of support at any relevant Disciplinary Tribunal.

10.7. All statements made to Disciplinary Tribunals, whether in writing or verbally in appearances at a Disciplinary Tribunal, may be subject to questioning by the members of the Tribunal.

10.8. The identities of complainants, witnesses, and people against whom complaints are made under this Clause 10, and the nature of any complaint made, will not be revealed by the EC or members of any Disciplinary Tribunal, either collectively or individually, except as set out below in the case of a person against whom a complaint under this Clause 10 is upheld by a Disciplinary Tribunal and whom the EC, on the recommendation of a Disciplinary Tribunal, decides to impose a Sanction under Clause 10.9 that requires the identity of the person concerned to be revealed. In that case, the identity of that person will not be revealed until any Appeal under Clause 10.10 has been finally determined, and the nature of the complaint against that person will not in any event be revealed by the EC or members of any Disciplinary Tribunal, either collectively or individually, except to the extent and in the circumstances necessary for the conduct of any Appeal.

10.9. Sanctions

- 10.9.1. If a complaint is upheld the Disciplinary Tribunal shall recommend to the EC a sanction at a level that is proportionate to the complaint.
- 10.9.2. Sanctions that the Disciplinary Tribunal may recommend to the EC may include:
 - that for a set period an Individual Member or Registered Club be suspended from some or all of the Privileges of membership, for example but not limited to, not being allowed to take part in Competitions sponsored, organized or recognized by the SCPA; not representing the SCPA; not attending any SCPA meetings; or not taking part in other SCPA activities,
 - that for a set period an Individual Member be ineligible to hold an SCPA Office,
 - for a serious complaint, that an Individual Member be banned from membership of the SCPA for a minimum of two years,
 - for the most serious complaints, that an Individual Member be banned from membership of the SCPA for life.
- 10.9.3. The EC shall consider recommendations from a Disciplinary Tribunal in closed session and shall decide either to uphold these recommendations or to change them. In the event of the recommendation of the Disciplinary Tribunal being the imposition of a ban from SCPA membership of an Individual Member, the EC may consider adding a recommendation to the EPA that the Individual Member should also be banned from membership of the EPA for the same period as the ban to be imposed from SCPA membership. The Secretary shall notify in writing the decision of the EC to all parties within 14 days of the meeting.
- 10.9.4. Any Individual Member or Registered Club that has been suspended or banned shall not be entitled to repayment of any fees or subscriptions.
- 10.9.5. Any Individual Member or Registered Club that has received a ban may reapply for membership in accordance with Clause 5 once the ban has been served.
- 10.9.6. The SCPA Secretary shall send the details of all Individuals Members or Registered Clubs who have received a ban to the EPA and the County Region Associations including, as appropriate, any recommendation from the EC under Clause 10.9.3 that the Individual Member should also be banned from the EPA for a similar period.
- 10.9.7. If a complaint is not upheld, the Disciplinary Tribunal shall have the power to consider whether the complaint may have been made maliciously and, if it should so decide, shall have the power to recommend to the EC that the powers of the EC under this Clause 10 may be invoked against the person making the original complaint.

10.10. Right of Appeal

- 10.10.1. A Registered Club or Individual Member, including a complainant, shall have the right to appeal the decision of the EC to the EPA MC within 28 days of receipt of the decision.

- 10.11.** Any member of the EC who is involved in a disciplinary matter under this Clause 10 as a complainant, or as someone against whom a complaint is made, or as a witness for any party to the complaint, or a member of whose family is similarly involved in such a disciplinary matter may not participate in or be present during any discussion by the EC of the disciplinary matter in question, neither may they carry out any functions identified in this Constitution in relation to the disciplinary matter in question. The EC shall nominate another officer of the EC or, in exceptional circumstances, a member of the Disciplinary Tribunal set up under this Clause 10 in relation to the disciplinary matter, to carry out any functions that would not be performed as a result of an exclusion under this Clause.

11. DISPUTES

- 11.1. Any dispute between members or Clubs shall be referred to the SCPA Secretary, who shall arrange a hearing at the next practicable meeting of the EC.
- 11.2. The Secretary shall notify all parties of the date, time and place of the meeting at which the hearing will take place.
- 11.3. All parties have the right to appear and to make a statement at the hearing.
- 11.4. The EC shall consider the case in closed session and the Secretary shall notify the decision of the EC to all parties within 14 days of the meeting.
- 11.5. Any party to the dispute may appeal in writing to the Secretary against the decision within 28 days of the date of the notification of the decision.
- 11.6. The EC shall consider the appeal and notify the EPA MC of the dispute, its initial decision, the appeal, and its decision on the appeal.
- 11.7. If the dispute is not resolved as a result of the EC's consideration of the appeal, the matter shall be referred to the EPA MC for arbitration.

12. DISSOLUTION

- 12.1. The SCPA may be dissolved at any time by consent of a majority of members voting in a Ballot of members as defined in Clause 15.5.
- 12.2. Funds and assets may be transferred to successor bodies on their formation and on dissolution of the SCPA.
- 12.3. In the absence of designated successor bodies any funds and assets shall be distributed in such manner as an appropriate General Meeting of the SCPA shall decide.

13. ALTERATIONS TO BOUNDARIES AND APPLICATIONS FOR INCLUSION OF CLUBS IN SCPA

13.1. Request for Alteration

A request for alteration to the boundaries of the SCPA, as defined in Clause 4.3.2, may be made to the EC. The request may only take the form of secession from the SCPA by one of the county or part-county areas defined in Clause 4.3.2, or of joining SCPA by a complete county area or by a Club wishing to opt to join the SCPA as being most appropriate to its playing practice. Any such request must be supported in writing by an Officer of each of at least two-thirds of the Registered Clubs in the area in question or, in the case of a single Club, by the President, Secretary and Treasurer of the Club.

13.2. Actions by EC in response to a request

On receipt of a request for alteration to the boundaries, the EC shall forthwith notify the Management Committee of the EPA. The EC, in consultation with the organisations making the request and the EPA, shall consider the viability of both the new areas to be formed and the residual areas (if any) from which the area in question wishes to secede, and shall consider, as far as reasonably practicable, the views of all members affected by the proposal, paying particular attention to the views of members within the area in question. Within 3 months of the receipt of the Request, the EC shall submit a written report to the EPA and the organisations making the request giving its opinion on the acceptability or otherwise of the Request and its supporting reasons for that opinion.

13.3. Outcomes of investigations

- 13.3.1. In the event that the EC's opinion is in favour of the request for the change, and there being no opposition to it from or through the EPA, the change shall be implemented through an accepted proposal of the EC to Full Council or a General Meeting. The EC proposal to this Full Council or General Meeting shall describe the implications of the alteration in terms of changes to the Constitution, boundaries and, perhaps, name of the SCPA.
- 13.3.2. In the event that the EC's opinion is not in favour of the request for change, or there being opposition to the EC's decision from or through the EPA, the organisations requesting the change may appeal against the decision of the EC to the EPA MC, whose decision shall be final and binding, and shall be reported, together with any implications as in Clause 13.3.1, to the next following AGM of the SCPA.

14. ALTERATIONS TO CONSTITUTION

14.1. Method

The Constitution of the SCPA may be rescinded or altered by vote of two-thirds of the members present at an Annual General Meeting or at an EGM called for that purpose.

14.2. Motions

Motions to amend the Constitution may be submitted by the EC, Registered Clubs or Individual Members of the SCPA.

14.3. Time Limit

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

15. ADMINISTRATIVE RULES

15.1. Annual General Meeting (AGM)

15.1.1 Date and Place

The AGM shall, subject to Clause 4.3.5 of the Constitution, be held in the month of November or such other month and at such place as the EC may from time to time determine.

15.1.2 Preliminary Notice

At least 28 days before each AGM, the SCPA Secretary shall publish the date, time and place of the meeting. Those entitled and wishing to put motions to the meeting shall submit their motions to the SCPA Secretary at least 21 days before said AGM.

15.1.3 Notice

At least 14 days prior to the meeting the SCPA Secretary shall send to each Registered Club and Unattached Individual Member notice of the meeting and the agenda of the business to be transacted and details of any motions submitted in accordance with the Constitution and Rules.

15.1.4 Agenda

The agenda shall be:

- to confirm the date of notice of meeting,
- to receive apologies for absence,
- to approve the minutes of the previous Annual and any subsequent General Meeting,
- to receive the President's Report, including a report on the appointment of scrutineers where appropriate,
- to receive and, if so resolved, adopt the SCPA's accounts and the auditor's and Financial reports,
- to receive reports of other SCPA Officers,
- to receive a report on issues arising from Disciplinary Tribunals,
- to determine the rates of registration fees and subscriptions,
- to approve the amount and payment of honoraria to specific Officers as proposed by the EC,
- to approve the conferring of Life Membership of the SCPA as proposed by the EC,
- to consider and, if so resolved, approve motions submitted in accordance with the Constitution and By-laws - (a) to amend the Constitution, (b) proposed by the EC, (c) proposed by Registered Clubs or Individual Members - the EC shall decide the order in which motions shall be considered and may recommend consolidated motions,
- to declare the election of SCPA Officers, in the case of the President such election to take place every other year,
- to nominate candidates for election to the Management Committee of the EPA,
- to appoint an auditor or auditors,
- to consider such other business as the Presiding Officer may admit. No vote to be taken.

15.1.5 Quorum

The quorum for the AGM shall be at least one representative from one-third of the Registered Clubs of the SCPA. To establish quorum, one Individual Member may only represent one Club.

15.1.6 Presiding Officer

The AGM shall be chaired by the President of the SCPA or, in his/her absence, by the Vice-President or, in the event that both of the foregoing shall be absent, by an Officer (not including any additional Officer or co-opted member as defined in Clause 7.1.9) elected by those present.

15.1.7 Voting

Voting shall be on the basis of one vote per Individual Member present at the meeting, with the President, or Officer chairing the meeting (if different), having the casting vote in the event of a tie.

15.2. Extraordinary General Meeting (EGM)

15.2.1 Convening

An EGM may be convened by the SCPA Secretary by direction of the EC or upon a requisition delivered to the SCPA Secretary signed either by 20 Individual Members or by the Club Secretaries on behalf of not less than one-third of the Registered Clubs of the SCPA.

15.2.2 Location

The meeting shall be held at such place as the EC shall decide.

15.2.3 Failure To Convene

Should the SCPA Secretary not convene an EGM within 36 days of receiving a duly signed requisition, the requisitioners may convene the meeting and shall have a claim upon the SCPA for all expenses reasonably incurred in convening it.

15.2.4 Notice

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

15.2.5 Quorum

- The quorum for the EGM shall be at least one representative from one-third of the Registered Clubs of the SCPA. To establish quorum, one Individual Member may only represent one Club.
- In the case of an EGM requisitioned by Registered Clubs under Clause 15.2.1, or convened by those requisitioners under Clause 15.2.3, the EGM shall also not proceed to business unless not less 10 of the Individual Members or at least one representative from not less than one-half of the organisations requisitioning or convening the meeting are present within half an hour of the notified time of start. Such Individual Members or representatives shall be included in the establishment of the first criterion for quorum set out above, subject to the same provision that one Individual Member may only represent one Club

15.2.6 Presiding Officer

An EGM shall be chaired by the President of the SCPA or, in his/her absence, by the Vice-President or, in the event that both of the foregoing shall be absent, by an Officer (not including any additional Officer or co-opted member as defined in Clause 7.1.9) elected by those present.

15.2.7 Voting

Voting shall be on the basis of one vote per Individual Member present at the meeting, with the President, or Officer chairing the meeting (if different), having the casting vote in the event of a tie.

15.2.8 Business

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

15.3. Executive Committee (EC)

15.3.1. The EC shall meet as and when it has business to transact.

15.3.2. The quorum for EC meetings shall be one-third of the Officers.

15.3.3. Meetings of the EC shall be chaired by the President of the SCPA or, in his/her absence, by the Vice-President or, in the event that both of the foregoing shall be absent, by an Officer (not including any additional Officer or co-opted member as defined in Clause 7.1.9) elected by those present.

15.3.4. Voting shall be on the basis of one vote per Office represented at the meeting, with the President, or Officer chairing the meeting (if different), having the casting vote in the event of a tie.

15.3.5. Members of the SCPA may attend EC meetings, in a non-voting capacity, but may not attend any parts of such meetings dealing with issues of Discipline raised under Clause 10 or with issues of Dispute raised under Clause 11, unless they are a party to the Disciplinary or Dispute issue.

15.4. Full Council

15.4.1. The Full Council shall meet not less than four times per year.

15.4.2. The quorum for Full Council meetings shall be one-third of the Officers of the SCPA and one representative from at least one-eighth of the Registered Clubs, with the Officers also being recognized as representatives of Clubs as appropriate for the purposes of determining whether the meeting is quorate and of establishing voting rights. To establish quorum one Individual Member may only represent one Club.

15.4.3. Meetings of the Full Council shall be chaired by the President of the SCPA or, in his/her absence, by the Vice-President or, in the event that both of the foregoing shall be absent, by an Officer (not including any additional Officer or co-opted member as defined in Clause 7.1.9) elected by those present.

15.4.4. Any member of the EPA, or any other person invited by the EC in pursuance of the Objects of the SCPA as defined in Clause 2, may attend a meeting of the Full Council and, with the permission of the Presiding Officer, may participate in discussions, but may not vote.

15.4.5. Voting shall be on the basis of one vote per Registered Club represented at the meeting, with the President, or Officer chairing the meeting (if different) having the casting vote in the event of a tie. If an Individual Member present shall be a member of more than one Registered Club, that Individual Member may only cast a vote on behalf of one of those clubs.

15.4.6. The business of the meetings of the Full Council shall be:

- to receive reports of the business carried out by the Officers,
- to consider and discuss matters referred to it by the EC or the EPA,
- to act as a forum for raising issues of interest to members and Registered Clubs and referring them as required for consideration, investigation or action by the EC.

15.4.7. Items for the agenda for Full Council meetings may be put forward by any Individual Member or Registered Club and shall be submitted in writing to the SCPA Secretary not less than 10 days before the date of the meeting.

15.5. Ballot of members

A Ballot of members by post shall be held for questions put at the direction of the EC in accordance with Clause 7.1.24 or for a motion of dissolution of the SCPA in accordance with Clause 12.1.

15.5.1. Each Individual Member of good standing, as recorded in the Register of members as described in Clause 7.1.21 on the date that the EC approves the ballot, shall be eligible to vote.

15.5.2. Ballot and supporting papers shall be posted to each eligible Individual Member at the address listed in the Register of members.

15.5.3. The ballot process may be conducted by the SCPA or an independent organisation. If the latter, the process may be effected according to the methods of that organisation. In any case, the process shall involve the steps set out in Clauses 15.5.4 to 15.5.10 inclusive.

- 15.5.4. A guidance paper shall be issued with each ballot form giving instructions on the completion of the ballot paper and a timetable for the issue of forms, last date of return of forms and date of declaration of the result.
- 15.5.5. The ballot paper shall be issued as a two-part form, with one part containing spaces for insertion of the Individual Member's membership number and signature and the other part containing the area for registration of the vote(s). For reasons of security each returned ballot form must bear the Individual Member's membership number and signature in order to be counted as valid. The part of the ballot form bearing the Individual Member's membership number and signature shall be detached from the form prior to the counting of the vote(s).
- 15.5.6. Each Individual Member may only vote once although a duplicate form may be obtained in the event of errors.
- 15.5.7. The completed voting form(s) should be returned to the address and by the date designated in the voting guidance issued with the forms.
- 15.5.8. The postal vote, including the verification and counting of votes cast, shall be scrutinised for the SCPA by a panel of not less than three scrutineers nominated by the SCPA President.
- 15.5.9. The result of the ballot shall be published within 2 days of the count.
- 15.5.10. The scrutineers shall be responsible for hearing any appeals relating to the outcome of the voting process.

- I. Initially adopted on 21st March 2005
- II. Adopted as amended on 5th November 2006
- III. Adopted as amended on 23rd November 2008
- IV. Adopted as amended on 21st November 2010