



INTERNAL REGULATIONS

Confédération Européenne de Pétanque
Boulodrome national FLBP, 184, chemin Rouge, L-4480 Belvaux, LUXEMBOURG

www.cep-petanque.com



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INTERNAL REGULATIONS

As adopted by the Board of Directors April 2021

I. GENERAL PROVISIONS

Article 1. Scope of application

- 1.01 These Internal Regulations are subject to the Confédération Européenne de Pétanque's Articles of Association. Where there is inconsistency, the provisions of the Articles of Association shall prevail.
- 1.02 The present regulations govern the rights, duties and responsibilities of all parties involved in the organisation of the Confédération Européenne de Pétanque.

Article 2. Definitions

- 2.01 In the context of these regulations, the following definitions apply:
- | | |
|-------------------|---|
| CEP: | Confédération Européenne de Pétanque; |
| Directors: | CEP Board of Directors. |
| FIPJP: | Fédération Internationale de Pétanque et Jeu Provençal; |
| Federation: | A National Federation or Association; |
| IOC: | The International Olympic Committee; |
| Statutes: | Articles of Association of the CEP as duly adopted; |
| Election Meeting: | The Congress meeting held once every 2 years in accordance with the Statutes, Article 13.7. |
- 2.02 Any words and terms which may be defined by the CEP's Articles of Association shall, unless the context otherwise requires, have a corresponding meaning in the CEP's Internal Regulations.

Article 3. Fundamental Principles

- 3.01 The CEP recognises and follows the fundamental principles of the IOC Olympic Charter, in particular the aims:
- To blend pétanque with culture and education and to promote the educational value of good example and respect for universal fundamental ethical principles;
 - To encourage the establishment of a peaceful society concerned with the preservation of human dignity.

Article 4. Official Languages

- 4.01 As stipulated in article 7 of the Statutes, English and French are the official languages for the Congress, meetings, competitions, the Statutes, Internal Regulations, Rules & Regulations, minutes and all the official documents published by the CEP.
- 4.02 At the Congress the Delegates may speak in their mother tongue: in this case the cost of any translations must be borne by the Federation deciding to speak in its mother tongue.

Article 5. Rules of Debate

- 5.01 The Rules of Debate are to be observed at the Congress and, appropriately and suitably modified at meetings of the Directors and any other Committees or Commissions.

Article 6. Copyright

- 6.01 Any reproduction or distribution of documents, instructional material or other material belonging to the CEP is prohibited without the authority of the CEP. Any contravention can be penalised resulting in the payment of fines.

Article 7. Official Documents

- 7.01 All official documents and official information are valid only if they are distributed by the President, the Vice President, the Treasurer and the Secretary. Federations are obliged to respect this and are responsible for its enforcement within their own organisations.
- 7.02 Contracts, agreements and all other documents requiring the stamp of authority of the CEP must include the date, location and be signed by the President.

II. COMPOSITION AND MEMBERSHIP

Article 8. Admission to Membership

- 8.01 Admission applications signed by the legal representative of the applying Federation must include the detailed history and status of the pétanque activity in the country in question.
- 8.02 The application for admission to membership must be accompanied by a copy of the applying Organisation's Statutes and the composition of the Board in office. The applying Organisation's Statutes must observe the general principles of the CEP and FIPJP.
- 8.03 The CEP only recognises one Federation per country.
- 8.04 Each Federation wishing to affiliate with the CEP must undertake, in writing, to respect the Statutes, Internal Regulations, Regulations and Rules of the CEP and FIPJP.
- 8.05 In case of competing applications between two or more Organisations of the same country, only the application of the Organisation recognised by the Governmental Authority or the National Olympic Committee (NOC) will be accepted.
- 8.06 When considering an admission application, the Directors will have regard to the length of time the Federation has been in existence, the size of its membership, its activities and whether it is recognised by the authorities in its country.
- 8.07 Membership of the CEP includes membership of the FIPJP.

Article 9. Recognition and Respect

- 9.01 As members of the CEP the Federations must recognise each other as Organisations exclusively controlling pétanque in their respective countries.
- 9.02 Each Federation within the CEP must accept and respect all decisions taken by the CEP and other Federations in disciplinary matters. In particular, all Federations within the CEP shall recognise the CEP's and each other's suspensions and expulsions, without examining the reason.
- 9.03 Federations shall report their suspensions and expulsions, including the players name, club, licence number, date of birth, date of suspensions or expulsions and reason of suspension or expulsion, in a timely manner to the CEP which will publish the information to all other Federations, with due regard to the appropriate confidentiality requirements.

Article 10. Membership and Fees

- 10.01 Membership fees are calculated for each calendar year and are payable in advance on receipt of an invoice issued by the Treasurer.
- 10.02 Fees unpaid by 30th day after the date of the invoice will automatically be increased by 10%.
- 10.03 A Federation will be treated as being in arrears if, following a written reminder, it has not paid its annual fees by the due date indicated on the invoice.
- 10.04 Whilst a Federation is in arrears with the payment of annual fees and/or other sums payable to the CEP, the Federation is deemed to be "not in good standing" and is prohibited from voting at Congress or participating in any Championship or Competition organised by or on behalf of the CEP, unless an agreement to defer payment has been agreed by the Treasurer.
- 10.05 Membership fees are payable in their entirety for a Federation admitted in any year and for any Federation which has resigned.
- 10.06 No part of the annual membership fee shall be refundable to any Member who is suspended or ceases to be a member after the first day of March.

- 10.07 The Congress may limit the level of membership fee that can be imposed or may suspend the power of the Directors to impose a membership fee.

Article 11. Resignation, Suspension and Termination of Membership

- 11.01 Any established Federation having no outstanding debts to the CEP and wishing to resign its membership, must inform the Secretary General by letter or electronic means.
- 11.02 No action will be taken until the resignation is confirmed after a period of three months. If the Directors accept the resignation, all Federations will be notified by the Secretary General.
- 11.03 In the case of possible litigation on any question, financial or otherwise, the CEP may make representations to any National Organisation which endorsed the application for admittance of the Federation now wishing to resign, or to any other national body under which the Federation operates.
- 11.04 The accepted resignation from the CEP implies automatic resignation from the FIPJP.
- 11.05 A Federation can also be suspended or have its membership terminated for not paying their membership fees, not observing the Statutes or Internal Regulations, the rules or decisions of the CEP, or for any action contrary to the aims of the Statutes or Internal Regulations thus undermining the activity or the development or the good running of the CEP or for bringing the game of pétanque into disrepute.
- 11.06 If after having been admitted to the CEP the activities of a Federation decrease to such a point that it is no longer representative of pétanque in its country, its termination of membership with the CEP may also be pronounced.
- 11.07 When a Federation suspended for financial reasons does not settle the sum due, the Directors can pronounce its termination of membership after two years has passed since the payment was due.
- 11.08 Any decision to suspend or terminate membership of a Federation rests with the Directors.
- 11.09 The decision to terminate membership for non-payment of membership fees falls within the authority of the Directors and is final. In other cases, the Federation concerned may appeal at the Congress, where they will require a qualified majority of two thirds of Congress, to overturn the decision of the Directors.
- 11.10 The consequences of suspension (for the period) or termination of membership (for ever) are the following:
- a. the Federation and its members can no longer participate in activities organised by the CEP or affiliated Federations,
 - b. the Federation cannot submit any proposal to the CEP,
 - c. the Federation cannot propose a candidate for a CEP position.

Article 12. Readmission

- 12.01 Readmission must be in accordance with all admission conditions and is the decision of the Directors.
- 12.02 In the case of suspension for financial reasons, the suspended Federation may be readmitted after justifying the delay in payment and settling the outstanding sum due plus any penalty payments.

III. CONGRESS AND VOTING

Article 13. Congress

- 13.01 The Directors may convene an a Congress, as determined by Article 13 of the Statutes, by electronic means, receipt of which must be acknowledged by the recipient, sent to Federations with the right to vote.. The notice must specify the place and the day and hour of the Congress.
- a. For an annual Congress, the notice must be sent at least ninety days prior to the established Congress date.
 - b. For other Congress meetings, the notice must be sent at least sixty days prior to the established Congress date.
- 13.02 At the time of the formal notice for an annual Congress, the member Federations shall be invited to submit proposals or items for discussion at the Congress. In effect, the member Federations may request that matters, which lie within the province of the Congress, be placed on the agenda.
- a. The Directors maintain the right to refuse the inclusion of a proposal or item for discussion on the Agenda.
 - b. Should the request for inclusion of a proposal into the Agenda be rejected, the Directors must inform the Federation concerned of the reason in writing. In such a case, the Federation concerned may ask that the request is taken into consideration by a vote immediately after the President's opening address.
- 13.03 Any Federation submitting a proposal on which a decision of the annual Congress is desired must do so in writing to the Secretary General of the CEP at least sixty days before the Congress.
- 13.04 All proposals must be fully supported with detailed evidence of the nature of the matter to be debated and be signed by either the Federation President or Secretary.
- 13.05 The Agenda, as determined by Article 13 of the Statutes, and relevant documentation shall be sent to the Federations at least thirty days before the date of the Congress.
- 13.06 Any special matter not on the Agenda may be introduced during the Congress if at least two thirds of the Federations present are in agreement.
- 13.07 In the event of non-acknowledgement of any notifications sent by electronic means, that notification will be sent by registered letter. The Secretary General must maintain records of the registered mailings and delivery confirmations of emails.

Article 14. Adjournment of Congress

- 14.01 If the persons attending a Congress meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, as determined by Article 13.18 of the Statutes, or if during a meeting a quorum ceases to be present, the Chair of the meeting must adjourn the meeting.
- 14.02 The Chair of the Congress meeting may adjourn a meeting at which a quorum is present if:
- i. The meeting consents to an adjournment; or
 - ii. it appears to the Chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner; or
 - iii. to enable election meetings to take place.
- 14.03 When adjourning a Congress meeting, the Chair of the meeting must:
- i. either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Executive Committee, and

- ii. have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- 14.04 If the continuation of an adjourned meeting is to take place more than 60 days after it was adjourned, the CEP must give at least 30 clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given):
 - i. to the same persons to whom notice of Congress meetings is required to be given, and
 - ii. containing the same information which such notice is required to contain.
- 14.05 No business may be transacted at an adjourned Congress meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

Article 15. Composition, Voting and Validity

- 15.01 The delegates of the Federations in Congress must be members in good standing of the Federation they represent.
- 15.02 The name of the Federation delegate must be given to the Secretary General before the opening of the Congress. It must be confirmed in writing by an official letter from the Federation.
- 15.03 CEP Honorary Members may attend the Congress as may other personalities invited by the President, without voting rights.
- 15.04 As stipulated in the Statutes (article 11.1), participation in the Congress and the right to vote, in accordance with Article 14.1 of the Statutes, is given to Federations which are in good standing
- 15.05 A Federation which is not able to appoint a delegate to a Congress may give a proxy vote to another Federation with voting rights. To be valid the proxy vote must:
 - i. be completed on the relevant official form;
 - ii. be given to an individual who is a bona fide member of another Federation and that individual may not transfer the proxy vote to someone else;
 - iii. be signed by the President of the Federation.
- 15.06 No person may act as proxy for more than one Federation.
- 15.07 No person who is a candidate for election may act as a proxy.
- 15.08 Whether on a secret ballot or a show of hands, only delegates and duly appointed proxies present at the Congress may cast votes.

Article 16. Voting errors and Disputes

- 16.01 Any objection raised in respect to the qualification of any member voting at a Congress meeting or an adjourned meeting, must be raised at the meeting at which the objected vote is submitted. Every vote that is not disallowed at the meeting is deemed valid.
- 16.02 Any such objection must be referred to the Chair of the meeting, whose decision is final.

Article 17. Attendance and Speaking by non-members

- 17.01 For each Congress an attendance sheet shall be drawn up including the identification of each delegate and duly appointed proxy who is present and the number of votes they have.
- 17.02 The attendance sheet signed by the delegates present shall be certified as being correct by the Secretary General.
- 17.03 The Chair of the meeting may permit persons who are not representatives of a Member Federation to attend and speak at a Congress meeting.
- 17.04 No person may be the representative of more than one Federation.

Article 18. Presiding Officer of Congress

- 18.01 The Congress is presided over by the President, or in their absence by one of the Vice-Presidents (according to rank).
- 18.02 If this condition is impossible, then the members of the Directors present shall choose one of their number to preside as the Chairperson at the meeting.
- 18.03 In the event of a tie, the presiding officer of the meeting shall be chosen by lot.

Article 19. Minutes of Congress

- 19.01 The deliberations of Congress are acknowledged in minutes kept by the Secretary General and signed by the President.
- 19.02 Copies or extracts of the minutes of Congress, to produce in Court or elsewhere, are valid if they are signed by the President, or in their absence by one of the Vice Presidents.

Article 20. Right of voting members to receive information

- 20.01 All Federations have the right to obtain, from the Secretary General, copies of the necessary documents (classified hereunder) enabling it to comment on the management and running of the CEP.
- 20.02 The name of these documents, the conditions for their mailing and their availability to members are established as follows.
- 20.03 The following documents must be sent out to all Federations 30 clear days before a Congress:
 - i. an official proxy form;
 - ii. the list of the Directors;
 - iii. the text and the explanation of the reasons for the draft resolutions included on the Agenda;
 - iv. information on the candidates for election;
 - v. the Financial Statements and supporting documents
- 20.04 The following documents must be available for any Federation, delegate or proxy from the Secretary General:
 - i. Any time during the year, the following documents concerning the past three years submitted to the Congress:
 - President's report;
 - Financial Statements and supporting documents;
 - all documents concerning the Congress deliberations.

Article 21. Special business for Extra-Ordinary Congress

- 21.01 An Extraordinary Congress which has been requested by not less than one fifth of the member ENF's as determined by article 13.12 of the Statutes is convened by the Secretary General without delay by electronic means - receipt of which must be acknowledged by the Federations with the right to vote.

In the case of an Extraordinary Congress convened under Internal Regulation Article 33. the notice must be sent at least 30 days prior to the established Congress date.

IV. CANDIDATES AND ELECTIONS

Article 22. Candidates

- 22.01 Nominations for the Directors must be in writing or email and be received by the Secretary General at least 60 days before the Congress.
- 22.02 The outgoing members of the Directors, in the absence of express renunciations are automatically nominated for reelection.
- 22.03 The nominations will be circulated to the Federations at the same time as the agenda for the Congress.

Article 23. Nomination and Presentation of Candidates

- 23.01 To be validly nominated the candidates for election to the Directors must be:
 - i. nominated by the Federation of the country of which the candidate is a citizen; the Federation must be in good standing and must have paid its current and all previous years' fees, or
 - ii. nominated by the Federation of the country of which the candidate is bona fide permanently resident (and has been so for at least the previous three years); the Federation must be in good standing and must have paid its current and all previous years' fees, or
 - iii. automatically nominated under Internal Regulation article 22.02 above.
- 23.02 A summary of the candidate's pétanque activities must be attached to the nomination and must be circulated to all Federations.
- 23.03 The candidate must be physically present at the Congress at the time of the election, unless presence is prevented by "force majeure".

Article 24. Restrictions – Federations

- 24.01 No more than one citizen or bona fide resident of any country, represented by its Federation, may be a member of the 11-member Directors.

Article 25. Restrictions – Professionals

- 25.01 No person earning a substantial part of their income from commercial pétanque activities, such as from the manufacturing or sale of pétanque equipment, may be elected as a member of the Directors.

Article 26. Number of votes

- 26.01 For the election of the Directors a Federation may cast only one vote per candidate as is entitled under Article 13 of the Statutes.

Article 27. Election process

- 27.01 Each election to the Directors by the Congress shall be determined by secret ballot, with one representative of each Federation, in good standing, casting a vote or, where there is only one candidate, a vote for or against that candidate.
- 27.02 Election shall be by successive balloting with the progressive elimination of the candidate receiving the least number of votes. To be elected a candidate must achieve more than 50% of the total number of available votes, for example; if the number of available votes is 26 a candidate would need to achieve 14 votes (50%+1) to be elected.

In the case of an odd number of available votes - example 25 - the figure is rounded up to 26, therefore 13 would be considered 50%, which in turn means a candidate would need to achieve 14 votes (50%+1) to be elected.
- 27.03 In the event of a tied vote, further ballots for the tied place(s) will be held until the tie disappears.

- 27.04 An unopposed candidate who does not receive a majority vote cannot be elected.
- 27.05 Blank, spoiled or incorrectly completed written ballots shall be discarded and will not be taken into consideration in the calculation of the required majority, nor will abstentions.
- 27.06 At least three scrutineers shall be appointed to collect, and tally completed ballots during elections and then report the results to the presiding officer of the meeting.
- 27.07 The Secretary General shall ensure that the CEP retains the ballots cast in any election until at least one month after that election.
- 27.08 At the first meeting of the Directors following an Election Meeting, the Directors shall elect at least one Vice-President from amongst themselves.

Article 28. Duration of office

- 28.01 The Directors elected at Congress hold office for a four-year period and are eligible for re-election subject to Internal Regulation article 22.02.

Article 29. President

- 29.01 The election of the President takes place after the election of the Directors.
- 29.02 In the event that there are more than two candidates for the office of President, a candidate receiving an absolute majority of the votes is elected, otherwise the top two candidates at the end of the first vote will be voted upon again.
- 29.03 The President cannot be President of a Federation at the same time.

Article 30. Executive Committee

- 30.01 The election of the Executive Committee by the Directors takes place by a single secret ballot. The candidates with the highest number of votes are elected. In the event of a tie there is a further secret ballot amongst the candidates who tied.

V. BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Article 31. Composition and Functions

- 31.01 In order to preserve continuity and to ensure experienced leadership, candidates for the office of President must have been members of the Directors for at least one term of office; in exceptional circumstances, the Directors may, by an absolute majority of two thirds, decide to waive this requirement.
- 31.02 The functions of the first Vice President and the second Vice President include representing the President at championships, events and meetings which the President is unable to attend and to preside over meetings of the Directors and Congress if the President is unable to attend; the first Vice President has precedence over the Second Vice President.
- 31.03 Membership on the Directors or on any of the Committees and/or Commissions of the CEP is a personal determination and is granted on the clear understanding that such members are not elected to represent their Federations, but to serve the European pétanque community at large.
- 31.04 The Directors meet at least twice a year. The meetings of the Directors are convened by the President or, at the request of a majority of its members, by the Secretary General.
- 31.05 A quorum for the Directors meetings is six (unless the Directors have fixed another quorum) and voting is by majority, in the case of a tie the President has an additional casting vote.
- 31.06 The minutes of the deliberations of the Directors are signed by the President.

Article 32. Special provisions

- 32.01 Amongst its powers and obligations, the Directors have the following functions:
- a. to study all proposed amendments to the Statutes before they are submitted to Congress for approval;
 - b. to draw up rules of procedure;
 - c. to uphold the strict observation of the CEP's regulations;
 - d. to maintain regular contact with the Federations;
 - e. to appoint representatives to carry out functions relating to the promotion and coordination of pétanque in a region, country or Federation;
 - f. to monitor the Treasurer's financial management;
 - g. to consider, and if they judge appropriate, to adopt the proposals of Committees;
 - h. to prescribe a code of conduct with rules of procedure and sanctions and to delegate the enforcement of the Code of Conduct to the Ethics Commission;
 - i. to maintain good relations with Sports Organisations and Public Authorities and with International Organisations, including the IOC and FIPJP;
 - j. to appoint such Commissions of the Directors as are necessary for the smooth running of the CEP;
 - k. to appoint members of Commissions, who need not be members of the Directors, as it deems useful and to invite the Chairman of such Commissions to participate as appropriate in the Directors meetings with consultative power;
 - l. to revoke, at any time, the appointment of a Commission, or of members thereof;
 - m. to award recognitions and the CEP Medals of Distinction and to ratify decisions of the President taken in exceptional and extremely urgent circumstances;
 - n. to determine the admission to membership of a National Pétanque Organisation (subject to ratification at the next Congress);
 - o. to fix the international calendar in consultation with the Federations and to grant the CEP's patronage to different proposed events;

- p. in special circumstances to authorise the participation in a European Championship of a National Pétanque or Boules Organisation which is not yet a member of the CEP;
- q. to propose to the Congress to bestow the title of President Emeritus, Honorary President, Honorary VicePresident or Honorary Member on any individual or organisation having contributed outstandingly to the development of European pétanque or having served European pétanque with distinction;
- r. to hear the activity reports of the Committees, Commissions and people it has appointed;
- s. to deliberate on any other matter relating to the good governance of the CEP.

Article 33. Dissolution

- 33.01 The Directors are dissolved in the event of the resignation, irrespective of the reasons and of whether it is simultaneous, of seven or more of the 11 directors during the four year period.
- 33.02 The following are the consequences and the procedures to be followed in the event of the dissolution of the Directors:
 - i. In the event of the contemporaneous resignation of seven or more of the Directors, the President and Directors cease to hold office with immediate effect and an Extraordinary Congress must be called for the election of a new Board of Directors within the timetable set out in Internal Regulation, Article 21.01.
 - ii. Contrary to the provisions of article 15.8 of the Statutes, in the event of the non contemporaneous resignation of seven directors during the four-year term, the Directors are dissolved but the term of the President continues, and he/she must convene an Extraordinary Congress for the election of a new Board of Directors within the time limits set out in these Internal Regulations.

VI. APPOINTMENTS AND AWARDS

Article 34. Award of distinction

- 34.01 The Directors will set out Rules for granting awards in accordance with article 25 of the Statutes.

Article 35. Medical Commission

- 35.01 The Commission consists of a Chair, who has to be a doctor and cannot be a member of the Directors, and a minimum of two other persons, one of which will be a member of the Directors, preference being given to doctors or biologists.
- 35.02 The function of the Medical and Prevention Commission is to supervise, regulate and enforce the rules prohibiting the use of banned drugs and other substances.

Article 36. General Counsel

- 36.01 On the proposal of the President, the Directors may appoint a person as General Counsel, who need not be a member of the Directors.
- 36.02 The General Counsel shall act as the legal consultant and advisor to the President and the Directors and may be asked to attend Directors meetings and Congress.
- 36.03 The General Counsel does not have a vote.

Article 37. Other appointments and Commissions

- 37.01 The Directors may appoint various persons or Commissions to study problems related to the management, administration, and organisation of the CEP's activities and subsequently submit proposals and recommendations to the Directors.

VII. FINANCES

Article 38. Indemnity and Reimbursement of expenses

- 38.01 All elected positions within the CEP are determined as voluntary and so are unpaid.
- 38.02 The CEP will endeavour to financially support the Directors whilst undertaking their duties.
- 38.03 The Directors, and any members of the various Committees and Commissions are entitled to reasonable reimbursement of costs of travel and accommodation incurred in carrying out designated functions in the interests of the CEP; these need prior authorisation by the President.

VIII. GENERAL

Article 39. Unforeseen circumstances

- 39.01 Cases not foreseen in the Statutes or Internal Regulations are resolved by the Directors subject to ratification by the next Congress.

Article 40. Official events

- 40.01 The official events of the CEP are the European Championships and the Directors will draw up their Rules & Regulations.
- 40.02 When aiming to carry out promotion of pétanque or to enhance the income and/or prestige of the CEP, the CEP may organise events of a European character. Where necessary, regulations for these will be drawn up by the Directors.

CERTIFICATION

Certified as a true copy of the Internal Regulations of the Confédération Européenne de Pétanque
as adopted by the Board of Directors April 2021

Signature :



Mike Pegg, President

Signature :



Yigne Hovind, General Secretary



CONFÉDÉRATION EUROPÉENNE DE PÉTANQUE
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