

Constitution 2006

1. NAME

The name of the association shall be the Royal Berkshire County Pool Association hereinafter referred to as the Association.

2. OBJECTIVES

The objectives of the Association shall be:

- a) To promote the game of pool for players & leagues in the County of Berkshire.
- b) To affiliate to the English Pool Association (hereinafter referred to as the E.P.A.) and to the applicable region of the E.P.A. as determined by the E.P.A.
- c) To organise and promote teams to represent the Association in Inter-County matches within the region.
- d) To organise men's & ladies' competitions for registered players of affiliated Leagues.

3. MEMBERSHIP

3.1 MEMBERSHIP ENTITLEMENT

Membership of the Association will be opened to all Leagues within the County of Berkshire or having member teams within the County boundary and not being affiliated to any other County Association.

3.2 MEMBERSHIP REFUSAL

The Association reserve the right to refuse the membership to any League or individual person, for any reason they deem to be injurious or harmful to the Association. The Association shall not be required to give any reason or explanation for such refusal.

3.3 MEMBERSHIP SUBSCRIPTION

3.3.1 The annual subscription will be due on 1st January each year. Any member not paying their subscription within twenty days of them becoming due, will be deemed to have resigned their membership and will be refused all benefits formerly afforded to them.

3.3.2 The Association may, under extenuating circumstances and at their discretion, grant an extension of the payment due date in which case that League will not be regarded as having resigned their membership until after the agreed date.

3.3.3 The annual subscription shall be determined each year by the Annual General Meeting of the Association.

4. ASSOCIATION STRUCTURE AND ADMINISTRATION

4.1.1 The affairs of the Association shall be administered by the Committee which shall consist of two sections:

Section (a) Elected Officers
Section (b) Appointed Officers

4.1.2 The following officers shall be elected at the Annual General Meeting and serve for a period of one year:

- (i) Chairman,
- (ii) Vice Chairman,
- (iii) Secretary,
- (iv) Treasurer,
- (v) And all other committee members,
- (vi) Team Managers and Team Captains,
- (vii) Competitions Secretary.

4.1.3 SECTION (B) LEAGUE REPRESENTATIVES

The League's affiliated to the shall be entitled to send one representative to each meeting of the Management Committee of the Association. Each representative present at each meeting shall be entitled to voice an opinion, but will not be entitled to vote.

4.1.4 SECTION (C) APPOINTED OFFICERS

The Management Committee shall have the power to co-opt any person at their discretion to serve for a fixed period or until one-day prior the next Annual General Meeting. Co-opted consultants shall be honorary members only during their term of service and shall not be entitled to vote at any meeting.

4.2 GENERAL MEETINGS

4.2.1 A minimum of fourteen days notice must be given for General Meetings. Notice for General Meetings must be given in writing and must be accompanied by the agenda.

4.2.2 A minimum of forty-two days notice shall be given of Annual General Meetings. The Constitution of the Association shall only be amended at Annual General Meetings. The agenda for an A.G.M. shall be sent out by the Secretary 21 days before the meeting.

4.2.3 A General Meeting of the Association shall be convened as often as is necessary but not less than two times per year, excluding Extraordinary General Meetings.

4.3 ANNUAL GENERAL MEETINGS

An Annual General Meeting will be convened no later than 25th December each year, to transact the following business:

- (i) Minutes of the proceeding A.G.M. shall be presented and confirmed, and any business arising there from shall be dealt with.
- (ii) Adoption of Standing Orders
- (iii) Presentation of Annual Reports, Balance Sheets and Statement of Accounts.
- (iv) Election of Leagues applying for affiliation.

- (v) Consider for adoption any duly proposed and seconded amendments to the Constitution.
- (vi) Election of Officers of the Association.
- (vii) Any other business.

Notice of any proposal to be considered by the A.G.M. shall be given in writing to the General Secretary of the Association at least thirty days prior to the meeting. Only items duly proposed and seconded by either an Officer of the Association or an Affiliated League will be included in the agenda for the A.G.M.

- 4.3.1 A copy of the duly audited balance sheet, statement of accounts and agenda shall be forwarded to each affiliated league and elected officer of the Association at least fourteen days prior to the meeting.
- 4.3.2 In the event of a quorum not being achieved at the A.G.M., the Committee shall continue to serve until such time as a further A.G.M. be called and a quorum is achieved.
- 4.3.3 Any affiliated League failing to be represented at the A.G.M. without satisfactory explanation shall be fined £10.
- 4.3.4 Retiring officers shall be eligible to become candidates for re-election without nomination. All other candidates for election as officers shall be nominated by at least two members. In the event of there being no candidates in accordance with the foregoing for any office, nominations may be received at the A.G.M.

4.4 EXTRAORDINARY GENERAL MEETINGS

- 4.4.1 The Secretary of the Association shall, if requested to do so in writing, convene an Extraordinary General Meeting within 21 days of such a request being received by a county member.
- 4.4.2 Any such written request shall include sufficient detail of the reasons for the request to enable the Secretary to notify affiliated Leagues of the purpose of the meeting.
- 4.4.3 The Management Committee may at their discretion, call an Extraordinary General Meeting at any time.

4.5 COMMITTEE MEETINGS

- 4.5.1 The Management Committee shall hold committee meetings every Wednesday after an Inter-County Match, and at any other time required.

4.6 CONDUCT OF MEETINGS

Every agenda for every such meeting shall carry as a final item 'Any Other Business'.

4.7 VOTING

- 4.7.1 At all General Committee, Management Committee and General Meetings only those people present are entitled to vote in accordance with the rules listed below shall exercise a vote.
- 4.7.2 Under no circumstance shall any person be entitled to more than one vote, except at Committee Meetings when the Chairman shall have an additional casting vote.
- 4.7.3 All issues will be decided on a simple majority vote; in the event of an equality of votes the Chairman shall have a casting vote.
- 4.7.4 Each affiliated League shall be empowered to send a delegate to all General Meetings. Each affiliated League shall be entitled to voice opinions, but not to vote.

4.8 QUORUM

- 4.8.1 At Annual General Meeting's two elected officers and representatives from affiliated Leagues shall constitute a quorum, providing there is a minimum of 15 members present.
- 4.8.2 At Management Committee meetings four elected officers shall constitute a quorum.

4.9 FINANCE

- 4.9.1 The accounting year of the Association shall run from A.G.M. to A.G.M.
- 4.9.2 The elected officers will be responsible for the finances of the Association; all cheques must have two signatures as defined by the bank mandate, i.e. the Association Treasurer and one other elected officer. The Association Treasurer will check all income and expenditure and will at all times observe proper banking procedures. The Association Treasurer is fully responsible for all dealing with the bankers of the Association.
- 4.9.3 Auditors will be appointed by the Annual General Meeting for the following year.

5. DISCIPLINE

- 5.1.1 The Association reserves the right to suspend, fine or expel any member or team for any breach of these rules or for any act deemed by the association to have brought the Association into disrepute. Any League, Team or individual player accused of any offence against the Association, will be afforded reasonable opportunity to defend themselves or explain their conduct either in writing or in person to the Management Committee.
- 5.1.2 Any player, who is expelled from a League, may not enter any competition organised by the Association or play for any other League / Team who is affiliated to the Association until he / she has been re-admitted in writing by the Association.

- 5.1.3 Any League / Team who expels a player must notify the Secretary of the Association in writing giving the player name, address and the reasons for expulsion.
- 5.1.4 Any League / Team or player expelled from the Association will be notified in writing and will forfeit the whole of their subscription paid for that year, and any other rights and entitlements formally afforded to them.

6. GENERAL

- 6.1.1 The Management Committee shall have the authority to make any decision that, in their opinion, is in the best interests of the Association.
- 6.1.2 All Leagues / Teams will be responsible for keeping a register of all registered players. The Management Committee will have the right to examine any register after giving reasonable notice of their intention to do so.
- 6.1.3 The Association will endeavour to reimburse all reasonable expenses incurred by any member of the Management Committee while conducting any business on behalf of the Association, after first being approved by the Management Committee.
- 6.1.4 The Management Committee shall have the authority to make any decision that, in their opinion, is in the best interests of the Association.

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