

Constitution 2012

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 administer the organisation of competitions between teams representing local affiliated leagues (hereinafter the Interleague) and for the involvement of such teams in national competitions.
 - e) 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 detrimental 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:

Elected Officers
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,

The Chair of the Committee shall be the executive officer of the Association, shall administer and preside over all meetings including the AGM, and shall be responsible for the adjudication of the rules and regulations of the Association.

(ii) Vice Chairman,

The Vice-Chair shall deputise for the Chair in any of the duties defined above, and shall be responsible for leading any specific project orchestrated by the Committee.

(iii) General Secretary,

The General Secretary shall be responsible for the outward-facing arm of the Committee. She or he shall be responsible for liaising with the EPA, the Region, and the affiliated leagues and individual members of the Association. She or he will be responsible for informing all officers and committee members of the date and venue of meetings and of any upcoming competitions.

(iv) Treasurer,

The Treasurer shall be responsible for maintaining the accounts of the Association and distributing funds according to Committee and Association demands. She or he will maintain an accurate record of the income and expenditure of the Association, and present the accounts on request to the Committee and annually to the AGM, verified by an appointed account auditor. She or he will be responsible for maintaining the Association bank account, and will be a signatory to any cheque signed in the Association's name.

(v) Interleague Secretary

The Interleague Secretary shall be responsible for the administration of the Interleague competition within the County, and with the assistance of the General Secretary shall liaise with the EPA the Region and the affiliated leagues on such related matters.

(vi) Registrations Secretary

The Registrations Secretary shall maintain a record of all affiliated leagues and individual players, and shall, with the assistance of the Treasurer, collect dues from said members. He or she shall also work with the General Secretary to send communications to affiliated leagues or individuals.

(vii) And all other committee members,

(viii) Team Captains & Vice-Captains

4.1.3 SECTION (B) LEAGUE REPRESENTATIVES

The affiliated leagues each have elected committees of their own and their elected representatives are deemed to be elected officers.

The League's affiliated to the association shall be entitled to send one representative to each meeting of the Management Committee of the Association. That representative, only if present at a meeting, shall be entitled to voice an opinion and be entitled to one 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. Co-opted persons may choose to become elected representatives at the next AGM.

4.2 COMMITTEE MEETINGS

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

4.2.2 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.

4.2.3 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.

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

4.2.5 CONDUCT AT COMMITTEE MEETINGS

People wishing to administer the association on behalf of all the players within it, are not in abundance. All committee members offer their time voluntarily and do not want to be subjected to any form of abuse, verbal or otherwise.

4.2.5.1 The consumption of alcohol at meetings must be moderated. Any committee member considered to be too intoxicated to offer rational consideration and debate will be asked to leave the meeting. Refusal to do so will be considered gross misconduct and will result in an immediate ban. The League that committee member represents will be contacted and asked to send a different delegate to future meetings.

4.2.5.2 Any committee member who exhibits aggressive, confrontational, violent or abusive behaviour at a committee meeting will be immediately banned from participating in future meetings. The League that committee member represents will be contacted and asked to send a different delegate to future meetings.

- 4.2.5.3 Any committee member using foul or abusive language will be immediately banned from participating in future meetings. The League that committee member represents will be contacted and asked to send a different delegate to future meetings.
- 4.2.5.4 County Committee members are considered ambassadors of the association and will be expected to show exemplary conduct at all times, failure to do so will mean an immediate ban from participating in future meetings. The League that committee member represents will be contacted and asked to send a different delegate to future meetings.

4.3 ANNUAL GENERAL MEETINGS

- 4.3.1 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.

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.

- 4.3.2 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.
- 4.3.3 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. is called and a quorum is achieved.
- 4.3.4 Any affiliated League failing to be represented at the A.G.M. without satisfactory explanation shall be fined £10.

- 4.3.5 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 **General 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 VOTING

- 4.5.1 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.
- 4.5.1 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.
- 4.5.2 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.
- 4.5.3 Each affiliated League shall be empowered to send a delegate to all General Meetings. **Each affiliated League shall be entitled and encouraged to voice opinions, and shall be entitled to one 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.

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