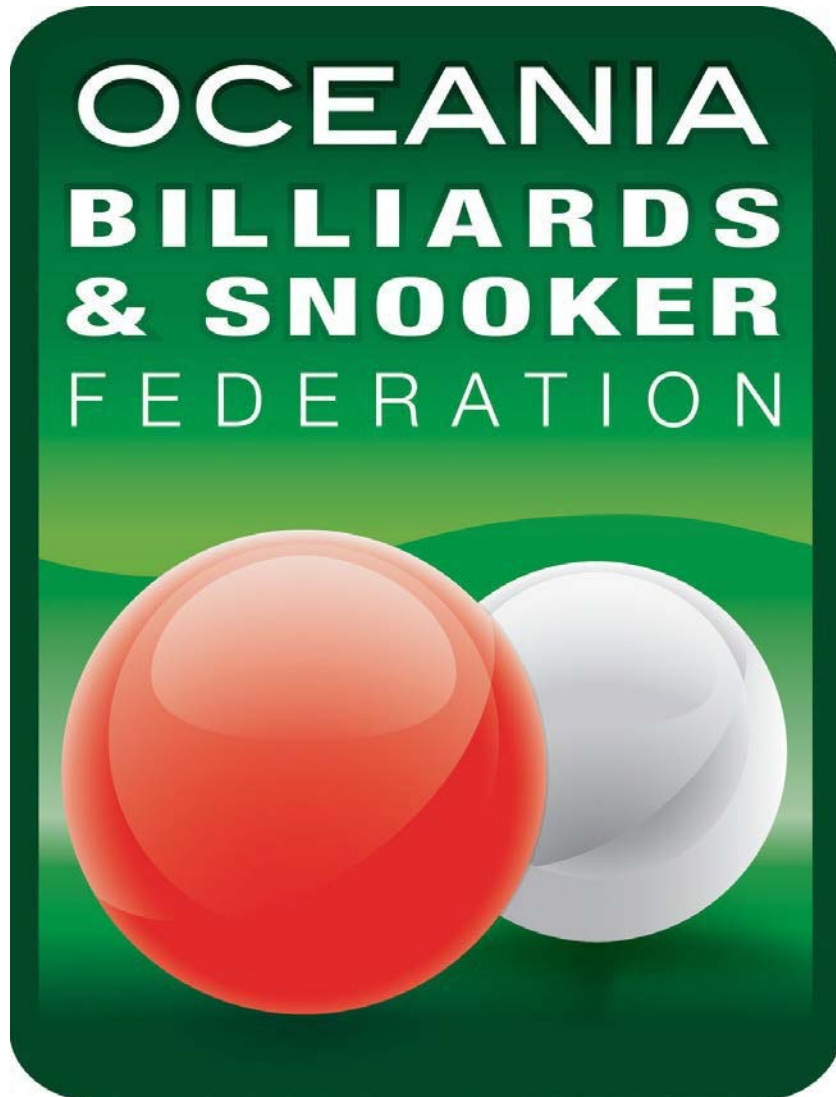


CONSTITUTION & BY-LAWS



for the

OCEANIA BILLIARDS & SNOOKER FEDERATION

CONSTITUTION OF THE OCEANIA BILLIARDS & SNOOKER FEDERATION

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1. **DEFINITIONS**

1.1 In this Constitution, unless inconsistent with the context thereof, the following words shall have the meanings respectively assigned to them:-

“Affiliated Member”	Means a person who is a member of any Member
“AGM”	Means the Annual General Meeting of the OBSF convened under Article 11.
“By-Laws”	Means the enabling Rules & Regulations made pursuant to this Constitution.
“Council”	Shall comprise the delegates of Members together with the Executive, meeting in General Meeting.
“Country”	Means any self-governing or internationally recognised country within the Oceania Region.
“Executive”	Means the Executive Management Committee of the OBSF.
“Flying Minute”	Means the method of passing resolutions via email for the purpose of decision making.
“Game(s)”	Means the games of Billiards and Snooker and any other games played on a Billiards Table as defined from time to time under the Constitution of the IBSF.
“General Meeting”	means an AGM or a SGM
“IBSF”	Means the International Billiards & Snooker Federation.
“Member”	Means the National Body which is accepted as a Member by the Oceania Billiards & Snooker Federation.
“National Body”	Means the Body recognised as the body controlling the Game(s) at National Level in a Country and which, if accepted by the Executive, will be a Member.
“OBSF”	Means the Oceania Billiards & Snooker Federation.
“Prescribed”	Means such provisions as provided for in the Constitution and/or its enabling By-Laws.
“Region”	Shall be a Region defined by the International Olympic Committee.
“SGM”	Means a Special General Meeting convened under Article 10
“WPBSA”	Means the World Professional Billiards and Snooker Association
“Year”	The period from conclusion of any Annual General Meeting to the conclusion of the next Annual General Meeting.

1.2 Words importing the singular include the plural and vice versa.

1.3 Words importing the masculine gender include the feminine gender and vice versa.

1.4 The official language of the OBSF will be English.

ARTICLES

2. TITLE

The name of the Federation shall be the Oceania Billiards & Snooker Federation.

3. HEAD OFFICE

3.1 The OBSF shall be registered where possible and have its registered office in the Country of its Treasurer or Secretary or such other Country as may be from time to time determined by the Council on recommendation from the Executive.

3.2 The business address of the Federation shall coincide with that of the Treasurer or Secretary for the time being or as otherwise so determined by the Executive with the approval of the Council at the AGM.

3.3 The business address of the OBSF from time to time shall be recorded in the OBSF's web page and shall be provided if requested by any Member or Affiliated Member.

4. PURPOSE

The OBSF will be the controlling body for the games of Billiards & Snooker within the geographic regions defined as the Oceania Zone of the International Olympic Committee.

5. OBJECTS

5.1 The Aims & Objectives of the Federation shall be to foster the Games within the Oceania Region and shall disseminate such information as is necessary to do so.

5.2 The OBSF shall be an affiliate of the International Billiards & Snooker Federation as the Regional Association and body of control for the Oceania Region.

5.3 As the governing body within the Oceania Region, the OBSF shall do all things as necessary to comply with these Objects and shall determine venues for the conduct of Championships in some or all, as determined by the Members, of:

- Snooker & Billiards;
- Women's Snooker;
- Under 21 Snooker;
- 6 Reds;
- Team events; and
- Other events as deemed appropriate.

5.4 Provide and conduct Coaching schemes and seminars for coaches, referees, players, sports administrators and junior development.

5.5 Provide Regional assistance and advice to National Associations for the examination, certification and registration of Referees.

5.6 Carry out all other functions as may be determined by the Council at a General Meeting.

5.7 Wherever possible develop and promote the Game on television programs and through other media channels.

6. RULES

The OBSF shall:

- 6.1 Adopt the WPBSA Rule book as the Rules of Play for the Games of Billiards & Snooker. This book shall be the Official Rule book for the Games in all Members.
- 6.2 Formulate and adopt Championship Rules and Playing Conditions including Disciplinary Rules & Procedures which shall be complied with by all members.

7. INTERNATIONAL RELATIONS

The OBSF shall:

- 7.1 Assist the IBSF and the World Confederation of Billiard Sports in their endeavours to achieve acceptance of Billiard Table sports in Olympic competition.
- 7.2 Encourage and assist with the formation of National Associations and the affiliation of Member to the OBSF
- 7.3 Advise Governments and Sporting Authorities of Oceania Regional countries on any matter relating to the Games.
- 7.4 Gather, collate and disseminate information on the Games in the OBSF and other regions, publications, and through media and elsewhere.

8. MEMBERSHIP

- 8.1.1 There shall be only one Member from each Country..
.
- 8.1.2 Each Member shall, from time to time, notify the Secretary of the OBSF in writing the name of a person and provide an email address for the purpose of the service of any notice from the Executive or the Council to the Member.
- 8.1.3 The executive shall maintain a Register of Members which shall displayed on the OBSF Website along with the relevant contact person for that Member. Register of Members shall be made available to a Member forthwith upon the OBSF Secretary receiving a request for a copy of it.
- 8.1.4 The Constitution and/or operating rules and regulations of each Member shall be compatible with those of the OBSF and shall be approved by the OBSF, with such approval being a condition of Membership of the OBSF.
- 8.1.5 Any applicant for Membership of the OBSF shall complete and lodge with the Secretary of the OBSF the prescribed application form attached to this Constitution (Appendix 1). In addition to the Application the applicant shall provide, a copy of its Constitution, such further information as the Executive may reasonably require and shall undertake to pay the prescribed fees.
- 8.1.6 Each application for Membership shall be considered by the Executive who shall, if satisfied that all membership criteria have been met, submit the application by a 'Flying Minute' to the existing Members within 7 days of receipt of the Application. Application for membership shall be determined by a simple majority vote of the Members. In the event of a tie there shall be no casting vote.
- 8.1.7 The OBSF shall render accounts for membership fees within one month of each AGM. Each Member shall, within three months of the AGM, pay such fees as

determined by the OBSF at its AGM..

- 8.1.8 Each Member shall uphold the integrity of, and the code of ethics provision for, players' discipline determined by the Members from time to time on the recommendation of the Executive.
- 8.1.9 Each Member shall promote participation in all competitions arranged or sanctioned by the OBSF.
- 8.1.10 The OBSF shall keep and as required, provide to the IBSF and to each Member, an updated register of all Members.
- 8.1.11 Affiliated Members are:
- not entitled to vote at any General Meeting;
 - entitled to notice, via the Member that they are a member of, of any General Meeting;
 - entitled to attend at any General Meeting;
 - entitled to seek permission to speak on any motion to be considered at a General Meeting. Permission to speak will not be unreasonably withheld. The Chairman may limit the time allowed for affiliates to speak to any motion to a reasonable time having regard to the circumstances of the meeting;
 - shall be subject to any policies and by-laws imposed from time to time by the Executive;
 - shall be subject to the disciplinary processes in Article 8.5.
- 8.1.12 A person may be elected to the position of Life Member of the OBSF.
- 8.1.13 Life Membership is the highest honour that can be bestowed by the OBSF for longstanding and valued service to cue sports in the Region.
- 8.1.14 Any Member may forward a proposed nomination to the Executive for its consideration.
- 8.1.15 On the nomination of the Executive, any individual may be elected as a Life Member of the OBSF at any AGM by a majority of the Members.
- 8.1.16 The Members shall determine at a General Meeting the criteria to be met to become a Life Member and the privileges and benefits of being a Life Member.
- 8.1.17 A Life Member shall not be entitled to vote at any meeting of the Executive or the OBSF other than in the capacity as a member of the Executive or as a delegate of a Member.

8.2 RESIGNATION

- 8.2.1 Any Member of the OBSF not in arrears of dues or in breach of its membership obligations may resign in good standing. Any Member who has resigned in good standing may apply for reinstatement subject to payment of any prescribed administration charges and other OBSF fees.

8.3 DISAFFILIATION AND PENALTIES FOR MISCONDUCT

- 8.3.1 A Member may be suspended from membership if it fails to pay its annual dues within the period so provided for in the Constitution.
- 8.3.2 A Member, if found to act willfully in a manner prejudicial to the interests of the OBSF or the Game, and/or to act in a manner which brings disrepute to the Game or the OBSF, shall be subject to disciplinary action. The Member shall be notified in

writing and given 30 days to provide an explanation for its conduct.

- 8.3.3 Should, following receipt of such necessary submission, the Executive determine that the Member should be disciplined, the Member shall be given a further 30 days to show cause why it should not be so disciplined. After receipt of answer to the show cause notice, or otherwise, the Executive shall make its decision, and such decision shall be final and subject only to the provisions of Article 8.3.5. All Members must be notified of the Executive's action.
- 8.3.4 The Executive, shall have the right to impose disciplinary penalties, including but not limited to admonition, fine, suspension, disaffiliation and expulsion subject to notification to a Member giving it 30 days to provide an explanation of its conduct. Any decision of the Executive shall be final subject to Article 8.3.5. All Members must be notified of the Executive's action
- 8.3.5 Any decision of the Executive under Article 8.3 is subject to a right of appeal to the Members. Any appeal shall be heard and determined at a SGM. Any Member who is appealing shall not be entitled to vote at the General Meeting but shall be entitled to be present.

8.4 REINSTATEMENT

- 8.4.1 A Member disciplined, pursuant to Article 8.3 may be reinstated by the vote of the majority of the Members present at a General Meeting or by a Flying Minute. The Members may impose appropriate preconditions for such reinstatement. The Member the subject of the disciplinary action shall not be entitled to vote at the General Meeting but shall be entitled to be present. The Member shall not be entitled to vote by the Flying Minute.

8.5 GRIEVANCES AND DISCIPLINE OF AFFILIATED MEMBERS

- 8.5.1 All Affiliated Members will be subject to, and submit unreservedly to, the jurisdiction, procedures, penalties and appeal mechanisms of the OBSF whether under the By-Laws or under this Constitution.
- 8.5.2 The Executive may make By-Laws for the hearing and determination of:
- grievances by any Affiliated Member who feels aggrieved by a decision or action of the OBSF;
 - disputes between Affiliated Members relating to the conduct or administration of cue sports;
 - for the discipline of Affiliated Members; and
 - for the formation and administration of an appeals tribunal which must be independent of any party before it on the matter which is the subject of the appeal in question.
- 8.5.3 The Executive in their sole discretion may refer an allegation (which in the opinion of the Executive is not vexatious, trifling or frivolous) by a complainant (including a Member and an Affiliated Member) that an Affiliated Member has:
- breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws or any other resolution or determination of the Executive; or
 - acted in a manner unbecoming of an Affiliated Member or prejudicial to the Objects and interests of the OBSF or the Game, or both; or
 - prejudiced the OBSF or the Game or brought the OBSF, a Member, the Game or themselves into disrepute,

for investigation or determination either under the procedures set down in the By-Laws or by such other procedure and/or persons as the Committee consider appropriate.

8.5.4 During investigatory or disciplinary proceedings under this Article 8.5, a respondent may not participate in cue sports, pending the determination of such proceedings (including any available appeal) unless the Executive decide that continued participation is appropriate having regard to the matter at hand.

8.5.5 The Executive shall include in any By-Laws a final right of appeal to an independent body outside the control of the Game.

9. THE EXECUTIVE

9.1 The Executive shall administer the affairs of the OBSF.

9.2 COMPOSITION OF THE EXECUTIVE

9.2.1 The Executive will comprise the President and up to four other Executive Members with no more than two of those four other members being representatives of the same Member. These other Executive Members may each hold one of the positions of Vice President, Secretary and Treasurer respectively

9.2.2 All members of the Executive shall be elected at the Annual General Meeting of the OBSF for a two year term and shall be eligible for re-election for subsequent terms.

9.3 ELECTION OF EXECUTIVE

9.3.1 Each candidate for the position of President, Vice President, Secretary and Treasurer shall be nominated by a Member. Consent from candidates to serve must accompany the nomination. The election is to be determined by secret ballot by those present and entitled to vote at the AGM. Signed nominations in writing must be in the hands of the Secretary not less than 30 days prior to the date of the AGM and shall be circulated to all Members by the Secretary with the Notice of Annual General Meeting. The Secretary shall receive the signed nominations by mail, facsimile transmission or email.

9.3.2 An Auditor, who shall not be an Officer of the OBSF, may be appointed at the AGM.

9.4 CHAIRMAN & MEETINGS

9.4.1 The President of the OBSF shall be the Chairman at all meetings of the Executive and at the AGM.

9.4.2 The Executive shall meet as often as practical including by electronic means, but not normally less than twice yearly with one meeting to coincide with the AGM and, where possible, the second meeting to coincide with another Oceania event.

9.4.3 A quorum for all meetings shall be three.

9.5 DUTIES OF THE EXECUTIVE

9.5.1 The Executive shall formulate administrative policies and guidelines and shall be charged with the management affairs of the OBSF but shall at all times be bound by any resolution properly passed at any General Meeting of the OBSF.

9.5.2 The Executive may accumulate capital assets by means of Annual Subscriptions, levies or otherwise from Members or other organisations or sources.

9.5.3 The Executive may affiliate and/or co-operate with any other body generally recognised as exercising Regional or International control of Billiards & Snooker.

9.5.4 The Minutes and Financial reports of all meetings of the Executive and any General

Meetings shall be circulated to all Members by email within one month of the meeting. Until such notification is received, Member will not be bound by any decisions made at that meeting.

- 9.5.5 In any matter where a possible conflict of interest may exist, an Executive member or person attending an Executive meeting must notify the meeting of such a conflict of interest. This must be recorded in the minutes. If it is a member of the Executive that person will excuse themselves from voting but may be permitted by the meeting to stay and contribute to the discussion should their expertise in the area of discussion be beneficial to the Executive.

9.6 VACANCIES ON THE EXECUTIVE

- 9.6.1 Where a vacancy occurs in the office of President, the Executive shall appoint one of its members to fill such vacancy until the ensuing election of officers, at the next AGM if the vacancy occurs within the first nine months of the President's term in office. Provided that such appointment is carried by a simple majority of the Executive.

- 9.6.2 The Executive may at its discretion choose to conduct a Flying Minute to fill such a vacancy, in which case it shall conduct a ballot by Flying Minute applying the methods adopted for a normal election, refer Article 9.3.1.

- 9.6.3 Where a vacancy occurs in the office of Executive Member, the unsuccessful candidate who polled the highest number of votes at the election previous to the vacancy occurring shall be appointed to fill the vacancy. Where there is no unsuccessful candidate available in accordance with this rule, such vacancy shall be filled by the Executive as a casual vacancy.

The person so appointed shall hold office only until the next election of officers or a special election for this position at the next AGM if the appointment is made within the first nine months of a two year term.

9.7 EXECUTIVE ALLOWANCES

- 9.7.1 All payments to Executive Members including the President shall be subject to authorisation of and ratification by the Executive.
- 9.7.2 The Treasurer and Secretary, with the approval of the Executive may be awarded an Honorarium or, and only after satisfactory negotiation of a suitable Contract of Service, may be paid a salary or an allowance commensurate with the responsibilities and work load required to be carried out.
- 9.7.3 The OBSF will reimburse Executive Members for all actual and reasonable OBSF related expenses incurred in performing the duties and responsibilities of being an Executive Member.

9.8 EXECUTIVE DECISIONS

Decisions of the Executive shall be by majority and in the event of an equal vote; the President/Chairman shall have a casting vote. The quorum at an Executive meeting shall be three, provided that in a case where at a meeting less than three are present, the meeting shall proceed and such business as deemed desirable shall be dealt with subject to ratification by Flying Minute of all other Executive Members not present.

10. GENERAL MEETINGS

- 10.1 The Executive shall call an AGM as provided under the Articles of this Constitution.
- 10.2 The Executive may call a Special General Meeting if it deems necessary to do so, to

deal with a matter of urgency.

- 10.3 The Executive shall on a requisition from any two Members setting out the reasons for calling of a meeting, call a Special General Meeting. It will set out in the Notice of Meeting the matter(s) to be brought before the meeting together with a list of those Members requisitioning the meeting.

11. ANNUAL GENERAL MEETING

11.1 AGM DATE & QUORUM

- 11.1.1 The AGM shall be held at a time and place to coincide with the Oceania Snooker Championship in each year.
- 11.1.2 The quorum required at an AGM shall be 1/2 of the Members of the OBSF. If a lesser number is present they may, by resolution, proceed to deal with the business of the meeting subject to decisions; other than the Election of Officers, or Constitutional amendments, being ratified or otherwise by subsequent Flying Minute.

11.2 NOTICE OF THE AGM

- 11.2.1 At least sixty (60) days before the date of each Annual General Meeting the Secretary shall cause each Member to be notified of the date of the meeting.
- 11.2.2 Thereupon each Member shall proceed to appoint its Delegates in accordance with this Constitution and a list of the names and email addresses of such Delegate(s) and particulars of agenda items for discussion shall be forwarded to the Secretary at least thirty (30) days before the date of the meeting.
- 11.2.3 The Agenda, Nominations, Notices of Motions, and proposed Amendments to the Constitution shall be circulated to the Members not less than twenty-one (21) days prior to the date of the Annual General Meeting.
- 11.2.4 All notices for a General Meeting may be in electronic form

11.3 BUSINESS OF THE AGM

- 11.3.1 At the AGM, the Council shall transact the following business including:
- Welcome to the delegates and observers who may be admitted by the Council
 - Apologies
 - Adoption of the Minutes of the previous General Meeting.
 - Matters arising from the Minutes
 - President's Report
 - Secretary Report
 - Treasurers Report & Statement of Accounts for the year
 - Reports from the organisers of the current year's Tournaments and Championships
 - Election of Officers
 - Consideration of election of a Life Member
 - Notice of Motions
 - Determine the Championship programme and venues

- General Business

11.4 MOTION FOR AGM

Any motion for proposing an amendment to the Constitution by any Member is to be sent to the Secretary no less than 30 days prior to the date of the AGM or SGM. The Notice of Motion shall include the wording of the proposed amendment.

11.5 CONSTITUTIONAL AMENDMENTS

Any resolution for an amendment to the Constitution would shall only be carried by a majority of the Members present and voting at a General Meeting called to consider the resolution.

12 VOTING

12.1 VOTING RIGHTS

- 12.1.1 At any General Meeting, each Member is entitled to two votes. In the event of an tied vote, the Chairman shall have a casting vote other than in respect of a resolution under article 11.5.
- 12.1.2 All voting shall be decided by a simple majority.
- 12.1.3 At all meetings other than General Meetings, only the Executive shall be entitled to vote. At these meetings the President will have a deliberative, and casting vote when required.

13 ACTION WITHOUT A MEETING

13.1 FLYING MINUTE

With the exception of Election of Officers, other than as provided under Article 6.6.1 in the case of a vacancy in the office of President, any matter within the jurisdiction of the OBSF may be determined Flying Minute.

In such a case, the Secretary shall circulate to the Members the matter to be acted upon. If, after 14 days no reply is forthcoming from a Member, it is then deemed that the said Member shall have concurred with the matter issued in the Notice and his vote shall be counted as such.

14 FINANCE

14.1 DUES & FEES

The amount and time for payment of all dues, fees (with exception of Annual Fees as per Article 5.1.6) and other charges shall be fixed by the OBSF at each AGM on the recommendation of the Executive.

14.2 FUNDS

The monies of the OBSF shall be deposited by the Treasurer, in the name of the OBSF in such Bank or Banks as the Executive shall designate. Monies shall be drawn out by cheques signed by the Treasurer and another one of two designated persons as determined by the Executive, or bank transfers with two authorisations. The Treasurer shall present audited accounts for each financial year which shall be forwarded to the Members at least 21 days prior to the AGM.

15 AMENDMENTS OR ADDITIONS TO THE BY-LAWS

OBSF By Laws can be adopted or varied by the use of a Flying Minute by the Council. A period of 14 days will be allocated for a reply either for or against the adoption or variance of an OBSF By Law. If, after 14 days no reply is forthcoming from a Member, it is then deemed that the said Member shall have concurred with the matter issued in the Flying Minute and their vote shall be counted as such. The result of the Flying Minute will be by simple majority.

16 WINDING UP

If at any time Members of the OBSF agree at a General Meeting by 2/3 majority or if a General Meeting is not possible, the Council at a meeting convened for the purpose, shall decide to wind up the OBSF, such meeting shall decide on the distribution of the net assets of the OBSF, provided that the beneficiary shall be another Billiards & Snooker Body(ies) or a body with like interests.

APPLICATION FOR MEMBERSHIP

of the

Oceania Billiards & Snooker Federation

The _____
(full name of applicant)

of: _____

(address)

Contact: _____

Position: _____

Telephone Nos: _____
(home) (work) (mobile)

hereby apply to become a member, under the above category, of the **Oceania Billiards & Snooker Federation** In the event of my admission as a member, I agree to be bound by the Constitution, Rules, Regulations and By-laws of the OBSF for the time being in force and pay all fees due as and when called.

Attached documents: -----

Signature of
Proposer _____ Country _____ Date
____/____/____

Proposed by:

I, _____
Being a current member of the Oceania Billiards & Snooker Federation nominate the applicant,
for membership of the Federation.

Signature of
Proposer _____ Country _____ Date
____/____/____

Seconded by:

I, _____
Being a current member of the Oceania Billiards & Snooker Federation second the nomination
of the applicant, who is known to me, for membership of the Council.

Signature of
Proposer _____ Country _____ Date
____/____/____

FORM OF APPOINTMENT OF PROXY

of the

Oceania Billiards & Snooker Federation

I/The _____

of _____

being a Member or appointed Delegate of the Oceania Billiards & Snooker Federation hereby appoint

of _____

being a Member or appointed Delegate of that incorporated body, as my proxy to vote for me on my behalf at the General Meeting of the OBSF (Annual General Meeting or other meeting as the case may be)

to be held at the _____

on the _____ day of _____

and at any adjournment of that meeting.

Signature of Member Delegate

Appointing the proxy _____ Date ____/____/____

Witness to Signature _____

Name of Witness _____

=====

BY-LAWS
of the
Oceania Billiards & Snooker Federation

A. OBSF MEMBERSHIP & FEES

(Pursuant to Article 8 of the Constitution)

- A.1 National Associations of Billiards and/or Snooker are eligible to apply for OBSF Membership as Member. The countries which currently hold membership to the International Billiards & Snooker Federation and as a consequence are entitled to automatic membership for their National Associations upon payment of Membership Fees are:

Australia, New Zealand, Fiji, Papua New Guinea, Solomon Islands

Other countries which are eligible for membership comprise all countries which are included in the Oceania Zone as defined by the International Olympic Committee.

- A.2 The Membership Fees payable to the OBSF by a Member shall, subject to Article 5.1.6, be Entrance Fees and Annual Subscription Fees to be determined from time to time by the Executive.
- A.3 Applications for OBSF Membership must be submitted to the Oceania Billiards & Snooker Federation with the accompanying fees as prescribed. In addition a copy of the Constitution of the Applicant Body and evidence from the appropriate National Authority that the applicant is the National Body controlling the Game(s) in their particular country.
- A.4 Members whose Annual Subscription payments are in arrears, in accordance with Article 8.1.6, may be suspended from membership. Members with foreign exchange problems may be granted reasonable extensions for the payment of dues provided that the applications for concessions are made to the Treasurer before the expiry date for payment of subscriptions.
- A.5 Financial Members may propose and or second more than one person for any and all positions on the OBSF Executive.