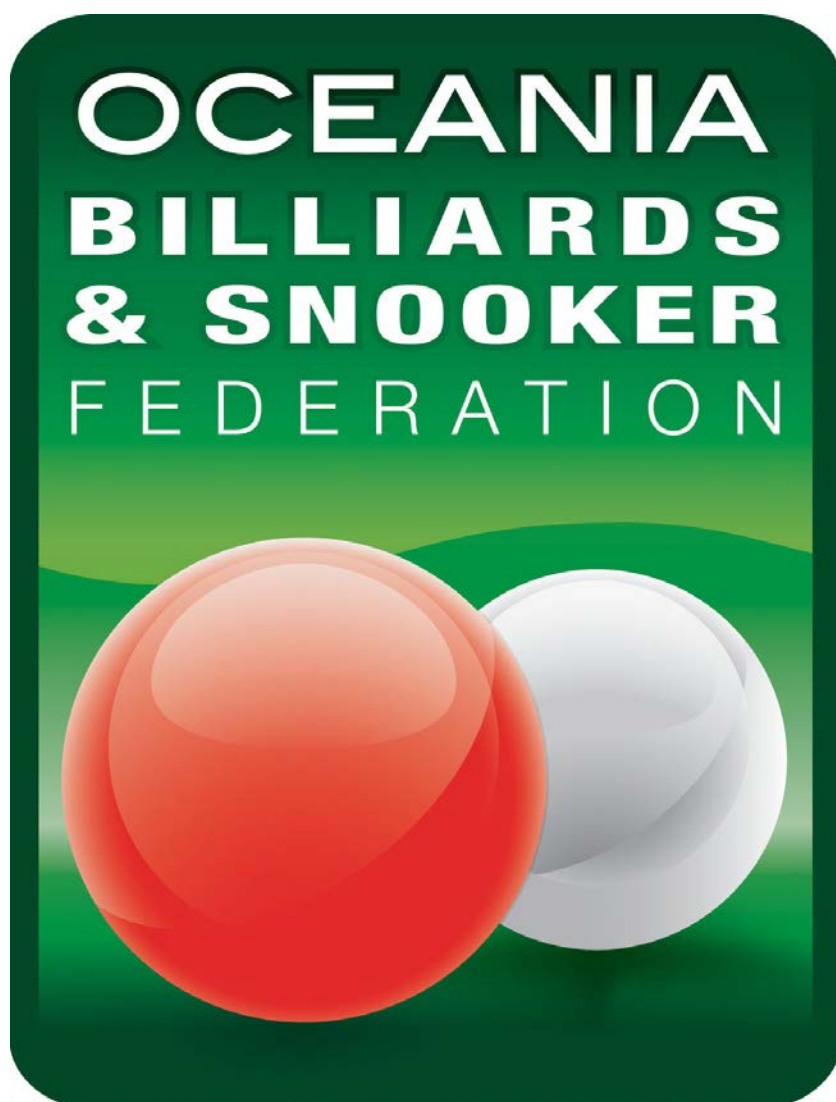


CONSTITUTION & BY-LAWS



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:-

“AGM”	Means the Annual General Meeting of the Federation.
“By-Laws”	Means the enabling Rules & Regulations made pursuant to this Constitution.
“Council”	Shall be the accredited representatives or delegates of Member Countries together with the OBSF Executive, meeting in General Meeting.
“Executive”	Means the Executive Management Committee (Board) of the OBSF.
“Federation”	Means the Oceania Billiards & Snooker Federation referred to in this Constitution as the Federation or the OBSF.
“Flying Minute”	Means the method of conducting business via Email for the purpose of decision making.
“Game(s)”	Means the Game 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.
“IBSF”	Means the International Billiards & Snooker Federation.
“Member Country”	Means the National Body which is accepted as a Member by the Oceania Billiards & Snooker Federation.
“National Association”	Means the Body recognised by the appropriate National Authority as the body controlling the Game(s) at National Level 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.
“Regional Body”	Shall be that Body recognised by the OBSF as controlling the Game(s) in a particular region.
“Year”	The period from conclusion of any Annual General Meeting to conclusion of the next subsequent 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 Federation will be English.

ARTICLES

2. TITLE

- 2.1 The name of the Federation shall be the Oceania Billiards & Snooker Federation (O.B.S.F).

3. HEAD OFFICE

- 3.1 The Federation 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 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.

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 of Billiards & Snooker within the Oceania region and shall disseminate such information as is necessary to do so.
- 5.2 Affiliate to 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 Federation shall do all things as necessary to comply with these Objects and shall determine venues for the conduct of Championships in:
- Snooker & Billiards
 - Women's Snooker
 - Under 21 Snooker
 - 6 Reds
 - Team events
 - 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 control, 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 its Annual Meetings.
- 5.7 Wherever possible develop and promote television programs and media publicity.

6. RULES

The Federation shall:

- 6.1 Adopt the IBSF/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 Federation 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 Countries 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 Federation and other regions, publications, and through media and elsewhere.

8. MEMBERSHIP

- 8.1.1 There shall be only one Member from each self-governing or internationally recognised country within the Oceania Region.
- 8.1.2 The Member Country's affiliation to the Federation shall be vested only on its National Association that is the body of control for the Games at national level.
- 8.1.3 The Constitution and/or operating rules and regulations of each Member Country's National Association shall be compatible with those of the Federation and shall be approved by it, such approval being a condition of Membership of the Federation.
- 8.1.4 Any applicant for Membership of the Federation shall complete and lodge with the Secretary of the Federation the prescribed application form herein attached at the rear of this Constitution (Appendix 1). In addition, a copy of its Constitution, Certificate of Registration or an endorsement from Country's Government appointed Sports Council, and shall pay the prescribed fees.
- 8.1.5 Each application for Membership shall be considered by the Executive who shall, if satisfied that all membership criteria has been met, submit the application to a 'Flying Minute' of Members or refer it to the next AGM as it so determines. Application for membership shall be determined by a simple majority vote.
- 8.1.6 The Federation shall render accounts for membership fees within one month of each AGM. Each member shall, within three months after the date of the AGM, pay such

fees as may be determined from time to time by the Federation at its AGM and by appropriate amendment of its By-Laws.

- 8.1.7 Each Member shall uphold the integrity of and the code of ethics provision for players' discipline determined by the Federation from time to time on the recommendation of the Executive.
- 8.1.8 Each Member shall promote participation in all competitions arranged or sanctioned by the Federation.
- 8.1.9 The Federation shall keep and as required, provide to the IBSF, an updated register of all Member Countries.
- 8.1.10 A person may be elected to the position of Life Member of the Council in accordance with the guidelines to be determined by the Executive and approved by Council.

8.2 RESIGNATION

- 8.2.1 Any Member Country of the Federation not in arrears of dues or in breach of its membership obligations may resign in good standing. Any member so resigned may apply for reinstatement subject to payment of any prescribed administration charges.

8.3 DISAFFILIATION

- 8.3.1 A Member Country may be suspended from membership if it fails to pay its annual dues properly invoiced within the period so provided for in the Constitution.
- 8.3.2 A Member Country, if found to act wilfully in a manner prejudicial to the interests of the Federation or the Game, and/or to act in a manner which brings disrepute to the Game or the Federation, shall be subject to disciplinary action, including suspension. This may lead to the Members disaffiliation, providing that before such action is taken, 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 Country should be disaffiliated, the Member shall be given a further 30 days to show cause why it should not be so disaffiliated. 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 5.4. All Member Countries must be notified of the Executive's action.
- 8.3.4 The Executive as it deems fit, shall have the right to other disciplinary actions than disaffiliation, including suspension, subject to notification to a Member giving it 30 days to provide an explanation of its conduct. The subsequent decision of the Executive shall be final.

8.4 REINSTATEMENT

- 8.4.1 A Member Country disciplined, disaffiliated or suspended pursuant to Article 8.3.2-3 may be reinstated by the vote of the majority of the Council present at a General Meeting or by a Flying Minute. The Council may impose appropriate preconditions for such reinstatement.

9. THE EXECUTIVE

- 9.1.1 The Executive shall administer the affairs of the Federation.

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 being representative of the same Member Country.
- 9.2.2 All members of the Executive shall be elected at the Annual General Meeting of the Federation 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 and seconded by Member Countries. 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 Member Countries by the Secretary with the Notice of Annual General Meeting.
- 9.3.2 An Auditor, who shall not be an Officer of the Federation, may be appointed at the AGM.

9.4 CHAIRMAN & MEETINGS

- 9.4.1 The President of the Federation 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, 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 Federation, but shall at all times be bound by any resolution properly passed at any AGM of the Federation.
- 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 of all meetings of the Executive and the AGM shall be circulated to all Member Countries by email within one month of the meeting. Until such notification is received, Member Countries will not be bound by any decisions made at that meeting unless otherwise advised in writing.

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 Federation will reimburse Executive Members for all actual and reasonable Federation related expenses incurred in performing the duties and responsibilities of being an Executive Member.

9.8 EXECUTIVE DECISIONS

- 9.8.1 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. FEDERATION MEETINGS

10.1.1 The Executive shall call an AGM in accordance with the decision of the previous AGM of the Federation as provided under the Articles of this Constitution. The Executive may call a Special General Meeting if it deems necessary to do so, to deal with a matter of urgency.

10.1.2 The Executive shall on a requisition from not less than 1/3 of the Member Countries 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 Member Countries requisitioning the meeting.

11. ANNUAL GENERAL MEETING (AGM)

11.1.1 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 Federation. 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.

11.3 BUSINESS OF THE AGM

11.3.1 At the AGM, the Council shall transact the following business:

- Welcome to the delegates and observers who may be admitted by Council
- Apologies
- Adoption of the Minutes of the previous AGM.
- 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 a Resolution for a proposed amendment to the Constitution by any Member Country is to be seconded by another Member Country and be sent to the Secretary no less than 30 days prior to the date of the AGM. The Notice of Motion shall be circulated with that notice.

11.5 CONSTITUTIONAL AMENDMENTS

Any resolution for an amendment to the Constitution would only be carried by a majority of 2/3 of the Member Countries present and voting at a meeting called to consider such an amendment.

12 VOTING

12.1 VOTING RIGHTS

12.1.1 Each Member Country is entitled to two votes; in the event of an equal vote, the Chairman shall have the casting vote.

12.1.2 At all meetings the President will have a deliberative, and casting vote when required.

12.2 PROXY VOTES

Proxy votes, in a sealed envelope, shall be permitted with the exception of voting for changes in the Constitution and the Election of Officers when no proxy delegates will be permitted. All voting shall be decided by a simple majority, except as provided for under Article 11.5.

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 Federation 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 Country, it is then

deemed that the said Member Country 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 Federation at each AGM on the recommendation of the Executive.

14.2 FUNDS

The monies of the Federation shall be deposited by the Treasurer, in the name of the Federation 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 Member Countries at least 21 days prior to the AGM.

15 AMENDMENTS OR ADDITIONS TO THE BY-LAWS

- 15.1 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

- 16.1 If at any time Member Countries of the Federation 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 Federation, such meeting shall decide on the distribution of the nett assets of the Federation, 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 Federation for the time being in force and pay all fees due 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 Federation (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 Countries. The countries which currently hold membership to the International Billiards & Snooker Federation and as a consequence are entitled to automatic membership upon payment of Membership Fees are:

Australia, New Zealand, Fiji, Papua New Guinea

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 Federation by a Member Country 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 Member Countries whose Annual Subscription payments are in arrears, in accordance with Article 8.1.6, may be suspended from membership. Member Countries 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.
- A5 Financial Member Countries may propose and or second more than one person for any and all positions on the OBSF Executive.

