NORWICH POOL LEAGUE

CONSTITUTION

Adopted: 19 August 2026

1. NAME, STATUS AND AFFILIATION

1.1 The name of the association shall be the Norwich Pool League, referred to in this Constitution as "the League" or "NPL".

1.2 The Norwich Pool League is an unincorporated members' association.

1.3 The members of the League are the teams accepted into membership in accordance with this Constitution and the League Rules.

1.4 The League shall be affiliated to the Norfolk County Pool Association (NCPA), which is affiliated to the English Pool Association (EPA), for so long as that affiliation is maintained by the League.

1.5 Nothing in this Constitution is intended to create a separate legal entity from the members of the association.

2. PURPOSE OF THE LEAGUE

2.1 The purposes of the Norwich Pool League are:

a. to promote and encourage the playing of pool in Norwich and the surrounding area;

b. to organise leagues, cup competitions, individual competitions and other pool events;

c. to provide a fair and organised structure in which member teams may compete;

d. to encourage good sportsmanship and proper conduct amongst teams and players;

e. to administer the League for the benefit of its member teams;

f. to maintain appropriate affiliation with recognised pool organisations; and

g. where appropriate, to obtain sponsorship and other financial support for the League and its competitions.

2.2 The League shall be run on a non-profit basis.

2.3 Any surplus funds shall be retained and used for the purposes of the League.

3. MEMBERSHIP

3.1 Membership of the League shall be by team.

3.2 Each team properly accepted into the League and meeting the registration and fee requirements shall be a member team.

3.3 Each member team shall have one vote at an Annual General Meeting or Extraordinary General Meeting.

3.4 Individual registered players do not have a separate vote by reason of their individual registration.

3.5 Applications for membership and the registration of teams and players shall be dealt with in accordance with the League Rules.

3.6 The Committee may refuse an application for membership where there are reasonable grounds for doing so in the interests of the League.

3.7 Where membership is refused, the applicant team shall be given a brief explanation of the reasons if requested.

3.8 Each member team shall comply with:

a. this Constitution;

b. the League Rules;

c. decisions properly made by the member teams at an AGM or EGM; and

d. decisions properly made by the Committee within the authority given to it by this Constitution and the League Rules.

4. LEAGUE RULES AND BYELAWS

4.1 The League shall maintain one set of League Rules.

4.2 The League Rules shall constitute the Byelaws of the Norwich Pool League.

4.3 The League Rules shall govern the playing and day-to-day operation of the League and its competitions.

4.4 Matters dealt with by the League Rules may include:

a. team and player registration;

b. player transfers;

c. playing rules;

d. match formats;

e. fixtures and postponements;

f. result reporting;

g. league and competition arrangements;

h. eligibility;

i. protests and complaints;

j. disciplinary matters and appeals; and

k. other matters concerned with the normal operation of League competitions.

4.5 The League Rules may be made, amended or repealed by a simple majority of votes cast by the member teams at an Annual General Meeting.

4.6 A proposal to amend the League Rules shall be submitted and considered in accordance with the AGM procedure contained in this Constitution.

4.7 Unless the AGM decides otherwise, a change to the League Rules shall take effect from the date determined by that meeting.

4.8 The Committee shall be responsible for administering and interpreting the League Rules.

4.9 The Committee shall not permanently amend, remove or replace a League Rule without the approval of the member teams.

4.10 Where an urgent or unforeseen situation arises which is not adequately covered by this Constitution or the League Rules, the Committee may make a temporary decision reasonably necessary for the fair and continued operation of the League.

4.11 A temporary decision made under clause 4.10:

a. shall not permanently amend the League Rules;

b. shall be communicated to any affected teams as soon as reasonably practicable;

c. shall remain in force only for as long as reasonably necessary; and

d. where a permanent Rule is considered necessary, shall be placed before the member teams at the next AGM, or at an EGM where the matter is sufficiently important or urgent.

4.12 Where there is any conflict between this Constitution and the League Rules, this Constitution shall take precedence.

5. PLAYING AND REFEREEING RULES

5.1 Matches organised by the Norwich Pool League shall be played in accordance with the English Eightball Rules adopted by the League.

5.2 The applicable EPRA refereeing rules and guidance shall be used in the administration and refereeing of matches, except where the League Rules expressly provide otherwise.

5.3 Where the League Rules contain a specific local playing or competition provision, that provision shall apply to Norwich Pool League competitions so far as it is consistent with this Constitution.

5.4 A change made by an external body shall not automatically amend a separate Norwich Pool League Rule

unless:

a. the League Rule expressly adopts the external rule as amended from time to time; or

b. the member teams approve an amendment to the League Rule.

6. THE COMMITTEE

6.1 The League shall be administered by a Committee consisting of seven members.

6.2 The five Officers of the League shall be:

a. Chairman;

b. Secretary;

c. Treasurer;

d. Results/Technology Secretary;

e. Head of Discipline.

6.3 The Chairman, Secretary and Treasurer shall form the minimum Committee.

6.4 Two additional Committee members will be league representatives.

6.5 Committee members shall normally be registered players of a member team.

6.6 Committee members shall hold office from the conclusion of the AGM at which they are elected until the conclusion of the following AGM.

6.7 Committee members may stand for re-election.

6.8 The Committee is responsible for the day-to-day administration of the League.

6.9 In carrying out its duties, the Committee shall:

a. act in the interests of the League as a whole;

b. comply with this Constitution and the League Rules;

c. act fairly and consistently;

d. remain accountable to the member teams;

e. act within the authority given to it; and

f. respect decisions properly made by the member teams at an AGM or EGM.

6.10 The Committee shall not override a decision properly made by the member teams at an AGM or EGM unless subsequently authorised to do so by the member teams.

7. DUTIES OF OFFICERS

7.1 The Chairman shall normally:

a. chair Committee meetings, AGMs and EGMs;

b. assist in ensuring meetings are conducted fairly and in an orderly manner; and

c. provide leadership to the Committee in the administration of the League.

7.2 The Secretary shall normally be responsible for:

a. general League administration;

b. correspondence;

c. notices and meeting papers;

d. membership and registration records;

e. results and competition administration;

f. maintaining appropriate records of decisions; and

g. other duties reasonably associated with the office.

7.3 The Treasurer shall normally be responsible for:

a. maintaining proper financial records;

b. receiving and making authorised payments;

c. administering the League's banking arrangements;

d. reporting financial matters to the Committee; and

e. preparing annual financial information for the AGM.

7.4 The Officers may divide or share administrative duties where reasonably necessary, provided that

appropriate records and accountability are maintained.

8. COMMITTEE MEETINGS AND DECISIONS

8.1 Committee meetings may be called whenever reasonably necessary for the administration of the League.

8.2 Committee meetings may take place:

a. in person;

b. electronically;

c. by video conference; or

d. by another method agreed by the Committee.

8.3 A quorum shall be a majority of the serving Committee members, provided that at least one Officer is

present.

8.4 Each Committee member present, other than the Chairman, shall have one vote.

8.5 Except where this Constitution provides otherwise, Committee decisions shall be made by a simple

majority.

8.6 Where votes are equal, the Chairman of the meeting shall have a casting vote. The Chairman shall not

otherwise have a vote.

8.7 A Committee member who has a direct personal interest in a matter under consideration shall declare that

interest.

8.8 Where the remaining Committee members reasonably consider that the interest could affect the member's

impartiality, that Committee member shall not participate in the decision.

8.9 A proper record shall be kept of significant Committee decisions.

8.10 The Committee may obtain advice or assistance from other persons where useful.

8.11 A person attending a Committee meeting in an advisory capacity shall not have a vote.

9. ELECTIONS, VACANCIES AND RESIGNATIONS

9.1 Officers and additional Committee members shall normally be elected at the AGM.

9.2 Nominations shall be made in accordance with the AGM procedure notified to member teams.

9.3 Any person standing for election as an Officer or Committee member must attend the AGM at which the election is to take place, unless exceptional circumstances prevent their attendance and the member teams

present agree that their nomination may still be considered.

9.4 Where a Committee position becomes vacant between AGMs, the remaining Committee members may

appoint an eligible person to fill the vacancy temporarily.

9.5 A person appointed under clause 9.4 shall hold office until the next AGM, when the position shall be

subject to election by the member teams.

9.6 A Committee member may resign at any time by giving written notice to the Secretary.

9.7 Where the Secretary is resigning, notice may be given to the Chairman or Treasurer.

10. VOTE OF NO CONFIDENCE AND REMOVAL OF COMMITTEE MEMBERS

Committee Vote of No Confidence

10.1 A Committee member may propose a formal vote of no confidence in another Committee member where they reasonably believe that the person's continued service on the Committee is no longer in the best interests of the League.

10.2 A proposal for a vote of no confidence shall:

a. be made in writing to the Secretary;

b. where the Secretary is the subject of the proposal, be made to another Officer;

c. set out sufficient reasons for the proposal to allow the Committee member concerned to understand the concerns being raised; and

d. be provided to the Committee member concerned and the other Committee members as soon as reasonably practicable.

10.3 The Committee member concerned shall be given a minimum of 3 days' notice of the concerns being raised and a reasonable opportunity to respond before a decision is made.

10.4 The response may be made:

a. in writing;

b. at the meeting; or

c. both.

10.5 The Committee member who is the subject of the motion shall not vote on the motion.

10.6 Any other Committee member having a direct personal interest in the matter shall declare that interest and shall not vote where the remaining eligible Committee members reasonably consider that the interest could affect their impartiality.

10.7 For the purposes of a vote of no confidence, all Committee members other than the person who is the subject of the motion, and any person excluded under clause 10.6, shall be entitled to vote. A vote of no confidence shall only be carried where at least two-thirds of those entitled to vote, vote in favour.

10.8 Where fewer than three Committee members are entitled to vote, the Committee shall not have power to permanently remove the Committee member concerned.

10.9 In the circumstances described in clause 10.8, the matter shall be referred to an AGM or EGM for determination by the member teams.

10.10 Pending determination by the member teams, the remaining eligible Committee members may temporarily suspend the Committee member concerned from Committee duties where they reasonably consider this necessary to protect the interests or proper operation of the League.

10.11 Where a vote of no confidence is validly carried by the Committee, the Committee member concerned shall cease to exercise Committee duties with immediate effect.

10.12 The Committee shall provide the person concerned with a brief written record of:

a. the decision;

b. the principal reasons for the decision; and

c. the number of votes cast for and against the motion.

Review by the Member Teams

10.13 A Committee member removed following a Committee vote of no confidence may require the matter to be reviewed by the member teams.

10.14 A request for review must be submitted in writing to the Secretary within 7 days of notification of the Committee's decision.

10.15 Where the Secretary is the person concerned, the request may be submitted to the Chairman or Treasurer.

10.16 Where a review is requested, an EGM shall be arranged as soon as reasonably practicable unless an AGM is due to take place within a reasonable period.

10.17 Pending the review, the Committee member concerned shall remain suspended from Committee duties.

10.18 At the AGM or EGM:

a. the reasons for the vote of no confidence shall be explained;

b. the Committee member concerned shall have a reasonable opportunity to respond;

c. member teams may ask relevant questions through the Chairman of the meeting; and

d. the member teams shall decide whether the Committee member is removed from office.

10.19 Each member team shall have one vote.

10.20 The decision of the member teams shall be made by a simple majority of votes cast and shall be final.

Direct Removal by Member Teams

10.21 Nothing in this section prevents the member teams from considering the removal of an Officer or Committee member directly at an AGM or EGM where proper notice has been given that removal is to be

considered.

10.22 The person concerned shall:

a. be informed of the reasons for the proposed removal; and

b. be given a reasonable opportunity to address the meeting before the vote.

10.23 Removal by the member teams shall be decided by a simple majority of votes cast.

10.24 A vacancy resulting from removal may be temporarily filled by the remaining Committee in accordance with clause 9.4 until the next election.

11. ANNUAL GENERAL MEETING

11.1 An Annual General Meeting shall be held once in each year.

11.2 The AGM shall deal with the general business of the League, including:

a. approval of the minutes of the previous AGM and any EGM held since;

b. Chairman's report;

c. Secretary's report;

d. Treasurer's report;

e. presentation and approval of the League accounts;

f. election of Officers and Committee members;

g. proposals submitted by member teams;

h. proposals to amend the League Rules;

i. proposals to amend this Constitution where proper notice has been given; and

j. any other business properly placed before the meeting.

11.3 The Secretary shall give member teams at least 14 days' notice of the AGM.

11.4 Proposals for consideration at the AGM shall be submitted to the Secretary at least 7 days before the AGM.

11.5 Each proposal shall have a proposer and seconder from member teams.

11.6 The Secretary shall provide the final agenda and proposals to member teams at least 5 days before the AGM.

11.7 Each member team represented at the AGM shall have one vote.

11.8 A representative may vote for only one member team.

11.9 An Officer may attend and participate in the AGM in their capacity as an Officer but shall not also exercise the vote of their member team.

11.10 The Officer's team may appoint another representative to exercise its vote.

11.11 Except where this Constitution provides otherwise, a proposal shall be carried by a simple majority of votes cast.

11.12 The Chairman shall not have an ordinary vote at the AGM but shall have a casting vote where votes are

equal, except on:

a. an amendment to this Constitution;

b. removal of a Committee member; or

c. dissolution of the League.

11.13 The quorum for an AGM shall be representatives of at least 25% of the current member teams.

11.14 If the meeting is not quorate, no binding vote shall be taken and the meeting shall be rearranged.

12. EXTRAORDINARY GENERAL MEETINGS

12.1 An Extraordinary General Meeting may be called to consider an important matter which cannot reasonably wait until the next AGM.

12.2 An EGM may be called:

a. by a majority of the Committee; or

b. following a written request supported by at least 25% of the current member teams.

12.3 A request from member teams shall state:

a. the matter/s to be considered; and

b. any proposal to be put to the meeting.

12.4 The Secretary shall arrange the EGM as soon as reasonably practicable after a valid request has been received.

12.5 At least 14 days' notice of an EGM shall normally be given.

12.6 Where there is genuine urgency affecting the proper or continued operation of the League, the Committee may give shorter notice, but not less than 7 days.

12.7 Where shorter notice is given, the notice shall explain why it was considered necessary.

12.8 The notice shall state:

a. the date;

b. the time;

c. the place or electronic method of the meeting; and

d. the business and proposals to be considered.

12.9 No binding decision shall be taken on business outside the purpose stated in the notice.

12.10 Each member team represented shall have one vote.

12.11 The quorum for an EGM shall be representatives of at least 25% of the current member teams.

12.12 Except where this Constitution provides otherwise, decisions shall be made by simple majority of votes cast.

13. COMPLAINTS, PROTESTS, DISCIPLINE AND APPEALS

13.1 Complaints, protests, disciplinary matters and appeals arising from League matches or competitions shall be dealt with in accordance with the League Rules.

13.2 The Constitution shall not impose a fixed minimum number of days' notice before an ordinary protest, complaint or disciplinary hearing.

13.3 The procedure used shall be appropriate to the nature and urgency of the matter.

13.4 So far as reasonably practicable, the procedure shall:

a. inform the team or person concerned of the substance of the complaint, protest or allegation;

b. give them a reasonable opportunity to respond;

c. ensure that the matter is considered fairly;

d. prevent a Committee member with a direct conflict of interest from taking part in the decision; and

e. provide any appeal available under the League Rules.

13.5 The Committee may arrange a hearing promptly where reasonably necessary to determine a matter before the next scheduled League fixture.

13.6 Decisions and appeals shall be dealt with under the League Rules in force at the time of the incident concerned.

13.7 Nothing in this section prevents the League Rules from specifying shorter time limits for the submission of protests or appeals where necessary for the effective running of League competitions.

14. FINANCE

14.1 All money received by or on behalf of the League shall be used for the purposes of the League.

14.2 League funds shall be held in a bank or other suitable account operated for the benefit of the Norwich Pool League.

14.3 The Chairman, Secretary and Treasurer shall normally be authorised signatories or authorised users of the League's banking arrangements where permitted by the financial institution.

14.4 The Committee shall approve expenditure incurred on behalf of the League.

14.5 Reasonable expenses properly incurred while carrying out authorised League business may be reimbursed.

14.6 The Treasurer shall maintain proper records of:

a. income;

b. expenditure;

c. assets; and

d. liabilities.

14.7 Accounts shall be prepared for presentation to the AGM.

14.8 Member teams shall receive sufficient financial information at the AGM to enable them to consider and approve the accounts.

14.9 No part of the League's funds or assets shall be distributed personally amongst Committee members or

member teams other than:

a. reimbursement of legitimate expenses;

b. payment for goods or services properly supplied;

c. prizes or awards;

d. competition-related payments; or

e. another payment properly authorised for the purposes of the League.

15. RECORDS AND COMMUNICATIONS

15.1 The League shall maintain records reasonably necessary for its proper administration.

15.2 These shall include, where applicable:

a. team and player registration records;

b. minutes or records of AGMs and EGMs;

c. significant Committee decisions;

d. financial records;

e. the current Constitution; and

f. the current League Rules.

15.3 Notices and other League communications may be sent electronically, including by email or another electronic method normally used by the League.

15.4 Each member team is responsible for ensuring that the League has appropriate current contact details.

15.5 The current Constitution and League Rules shall be made reasonably available to all member teams.

16. INTERPRETATION AND MATTERS NOT COVERED

16.1 The Committee may interpret this Constitution and the League Rules where clarification is required in order to administer the League.

16.2 In doing so, the Committee shall have regard to:

a. the ordinary meaning of the wording;

b. the purpose of the relevant provision;

c. fairness and consistency between member teams;

d. established Norwich Pool League practice where that practice does not conflict with this Constitution or the League Rules; and

e. where this Constitution and the League Rules are silent on a matter, relevant principles contained within the Constitution, rules or guidance of the Norfolk County Pool Association (NCPA) and, where appropriate, the English Pool Association (EPA), so far as those principles can reasonably be adapted to the size, structure and circumstances of the Norwich Pool League.

16.3 Reference to NCPA or EPA principles under clause 16.2(e) shall be for guidance only.

16.4 A provision of the NCPA or EPA shall not automatically become part of the Norwich Pool League Constitution or League Rules merely because reference has been made to it for guidance.

16.5 The Committee shall remain responsible for deciding how any relevant principle should reasonably be adapted to the circumstances of the Norwich Pool League.

16.6 Where a situation arises which is not adequately covered by this Constitution or the League Rules, the Committee may make a reasonable temporary decision necessary for the fair and continued operation of the League.

16.7 A temporary decision shall not permanently amend this Constitution or the League Rules.

16.8 Where the same or a similar issue is likely to arise again, the Committee should place an appropriate proposal before the member teams at the next AGM, or at an EGM where sufficiently urgent.

17. AMENDMENT OF THE CONSTITUTION

17.1 This Constitution may only be amended by the member teams at an AGM or EGM called with notice that a constitutional amendment is to be considered.

17.2 The full wording of the proposed amendment shall be provided to member teams before the meeting.

17.3 An amendment to the Constitution shall require the support of at least two-thirds of the votes cast at a quorate AGM or EGM.

17.4 The Committee shall not have authority to amend the Constitution without approval of the member teams under this section.

17.5 An approved amendment shall take effect immediately unless the meeting determines another effective date.

18. DISSOLUTION

18.1 The Norwich Pool League may only be dissolved by a resolution of the member teams at an AGM or EGM called specifically for that purpose.

18.2 The notice calling the meeting shall clearly state that dissolution of the League is to be considered.

18.3 A meeting considering dissolution shall require representatives of at least 50% of the current member teams to be present.

18.4 A resolution to dissolve the League shall require the support of at least 75% of the votes cast.

18.5 If the League is dissolved, the Committee shall arrange for all outstanding debts and liabilities to be settled.

18.6 After payment of all liabilities, remaining funds or assets shall not be distributed personally amongst Committee members.

18.7 The member teams shall determine how remaining funds or assets are to be applied for:

a. the benefit of pool;

b. another amateur sporting purpose; or

c. another suitable non-profit purpose.

19. ADOPTION AND TRANSITIONAL ARRANGEMENTS

19.1 This Constitution was adopted by the member teams of the Norwich Pool League at a duly convened:

Extraordinary General Meeting

held on: 19 August 2026

19.2 This Constitution shall take effect from: 19 August 2026

19.3 Upon this Constitution taking effect, any previous constitutional or governance provisions of the League shall cease to apply to the extent that they are replaced by this Constitution.

19.4 The Norwich Pool League Rules in force immediately before adoption of this Constitution shall continue in force and shall be treated as the League Rules and Byelaws referred to in section 4 until amended by the member teams in accordance with this Constitution.

19.5 Adoption of this Constitution shall not, by itself, alter any existing League Rule.

19.6 Officers and Committee members holding office when this Constitution is adopted shall continue in office until the next AGM unless they resign or are removed in accordance with this Constitution.

CERTIFICATION

We confirm that this Constitution was adopted by the member teams of the Norwich Pool League on the date

stated above.

Chairman

Name: ______________________________________

Signature: ___________________________________

Date: _______________________________________

Secretary

Name: ______________________________________

Signature: ___________________________________

Date: _______________________________________