English Pool Referee's Association

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ENGLISH POOL REFEREE'S ASSOCIATION

CONSTITUTION

Version Number: 16

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1. General

1.1. These rules have been adopted by a majority of the Annual General Meeting on 01/01/2024 which was advertised and conducted in accordance with the previously adopted rules. By continuing your membership with the English Pool Referee's Association past this date, you are deemed to have accepted these rules in their entirety.

1.2. At the time of adoption, the English Pool Referee's Association is an unincorporated association which derives its legal identity from that of its constituted members who provide authority to the Executive Committee who, in turn, may delegate and said function to the Regional Delegates to act upon their behalf in accordance with these rules.

1.3. Any reference to 'he' or 'him' or any other gender pronoun is used only for ease of reference and shall be deemed to include all human persons regardless of gender.

2. Name of the Association

2.1. The Association shall be known as the English Pool Referee's Association ('EPRA').

3. Purpose and Objectives of the Association

3.1. The Association recognises the English Pool Association (EPA) as the governing body for pool in England.

3.2. The Association is formed for the purpose of administering and upholding the Rule Sets of pool as sanctioned by the English Pool Association, without exception, and to afford to any interested person the opportunity of sitting an examination compiled in liaison with the English Pool Association, provided that the agreed fee is paid, and enough people take part to cover expenses.

3.3. The EPRA will be zoned into eight (8) regional areas and numbered one to eight (1-8) that exactly mirror the same regional areas of the EPA. In each of these regions a Regional Delegate will be elected within the EPRA to manage the business of the Association within said region.

3.4. For the avoidance of doubt, nothing in clause 3.2 shall, if voted for in accordance with these rules, prevent the purpose of the Association to be amended as seen fit from time to time.

4. Structure of the EPRA

4.1. The EPRA shall elect a committee known as the 'Executive Committee' to manage and oversee all business appertaining to the EPRA in all regards and will consist of the following Officers:

- Chairperson
- Treasurer
- General Secretary
- Vice Chairperson
- Examination Secretary
- Membership Secretary

4.2. The management of the EPRA will include the Executive Committee and the 8 regional delegates, or their representatives and will be known as the 'National Committee'.

4.3. The Officers will hold office for three years on a staggered basis AGM to AGM starting with the Chairperson and Membership Secretary, then the Vice Chairperson and Treasurer, then the General Secretary and Examination Secretary ('the Officers').

4.4. A region may not occupy any more than two Officers' positions on the Executive Committee.

4.5. Voting rights:

- The Chair of any meeting will have no vote except in the event of a tied vote, where they shall have the casting vote.
- All other committee members will have 1 vote each on all voting matters.

4.6. The Executive Committee has the power to appoint Sub-Committees including a chairperson as necessary to fulfil specific aspects of its business. Sub-Committee members can be replaced, or their period of office reduced at any time by the Executive Committee.

4.7. The Executive Committee may delegate any of their powers to any Sub-Committee and such other persons (if any) as the Executive Committee may determine. Any delegation of powers under this clause may be made subject to such conditions as the Executive Committee may impose and may be revoked or altered by the Executive Committee at any time.

4.8. The Executive Committee can co-opt advisers as necessary to fulfil its business. Co-opted advisers can attend Committee Meetings if required, they have no voting rights.

4.9. The Executive Committee can ask the chairperson or any members of the Sub-Committees to attend Committee Meetings as required, they have no voting rights.

4.10. The 6 Officers will have general control and management/administration of the day-to-day affairs of the EPRA.

4.11. The Executive Committee is the sole authority for the interpretation of this Constitution and any other rules made by it from time to time.

4.12. Any member taking on an Officer/Committee/Sub-Committee role within the EPRA is required to abide by the EPRA's Constitution, rules and procedures, job descriptions and to always act professionally and in the best interests of the EPRA or they may face disciplinary action.

4.13. The 6 Officers may not hold the position of a Regional Delegate at a Committee Meeting.

4.14. No member may hold an Officer's position, a Sub-Committee position or sit on the EPRA Executive Committee unless they are a registered EPRA member.

4.15. Any EPRA Member who holds a position above basic Referee (i.e. Executive Officer/Sub-committee Member/Delegate/Examiner) within the EPRA, shall not hold a position, other than basic Referee, within that other Organisation. Similarly.

4.16. Any EPRA member wishing to hold a position above basic Referee within the EPRA but holds a position above basic Referee on that other Organisation, shall not be permitted to hold that position.

5. Election of Officers

5.1. Appointments of Officers will be determined at an AGM unless, in accordance with this constitution, an emergency arises.

5.2. Nominations and seconders to be received 28 days before the AGM and shall be sent to the General Secretary.

5.3. Any incumbent Officer may stand for re-election without the requirement of having a proposer and seconder but must notify the General Secretary in writing that they wish to re-stand at least 28 days before the meeting where their application will be voted on.

5.4. Any Officer wishing to stand for election must attend the meeting where their application will be voted on.

6. Removal of Officers

6.1. Nothing under this section shall prohibit the Executive Committee adopting any and/or all the following powers to remove an Officer.

6.2. Request for Resignation.

6.2.1. An Officer of the Executive Committee shall, 7 days after being provided with a request under this section, cease to be an Officer of the EPRA if he is requested to resign as such by a majority resolution of the Executive Committee.

6.2.2. Any Officer so requested as noted above, shall have the absolute right to appeal the decision to an agreed independent arbitrator who will consider the evidence, hear from both parties, and render a decision as to whether the decision to make such a request was lawful or not.

6.2.3. The cost of such an arbitrator shall be shared between the parties 50/50 and shall be recoverable by the winning party as a cost in the arbitration.

6.2.4. Removal of an Officer at a Special Meeting.

6.2.5. For the avoidance of doubt, all officials who are in a titled capacity on behalf of the EPRA are answerable to the members at all times.

6.2.6. Any elected official of the EPRA may be removed from their post for any reason and at any time, irrespective of the remaining period of their tenure, if a special meeting is called for that purpose, with the motion passing by simple majority, in accordance with these rules.

6.3. Procedure.

6.3.1. The Executive Committee must always have the principles of natural justice in mind.

6.3.2. In accordance with these rules, the allegations made against the Officer, and all evidence in support, shall be sent to them in writing as soon as possible, and not less than 5 days prior to any special meeting taking place.

6.3.3. Upon the Officer being sent the allegations made against them with the supporting evidence, the General Secretary shall inform all officials of the allegations made against the Officer and provide a copy of the supporting evidence.

6.3.4. The Officer shall provide to the secretary, in writing, his response to the allegations at least 14 days before any removal hearing. The General Secretary shall then take all reasonable steps to provide a copy of the response to the other representatives who are entitled to attend a special meeting. If such notice of the response is not possible or practicable then it shall be read out by the Chairperson after the allegations have been put to the Officer.

6.3.5. A Removal Hearing shall take place before a panel of the Executive Committee which shall comprise of no fewer than three Officers. There shall be 50% quorum for such a meeting under this section.

6.3.6. No person, who has a direct or indirect interest in the outcome of the disciplinary may sit on the Executive Committee to determine the removal hearing.

6.3.7. The allegations shall be read to the Officer and the chairperson shall present the evidence and ask questions of the official.

6.3.8. The official shall then be given an opportunity to respond and use evidence to support his or her position.

6.3.9. Any regional representative may also ask relevant questions relating to any evidence placed before the Executive Committee.

6.3.10. The Chairperson shall then summarise the points in support or removing the Officer. The Officer must always then be given the last opportunity to summarise the evidence against removing him from office.

6.3.11. Once both sides have summarised their position, the matter shall be put to a vote of all representatives entitled to attend such a meeting. The motion to remove the Officer shall pass by simple majority.

6.3.12. For the avoidance of doubt, absolute and complete authority is given to the Chairperson to give directions on how the special meeting should proceed. This shall include limiting questions that are asked and imposing time limits as required.

6.4. Resignation.

6.4.1. Any Officer may resign their membership or office by communicating the same in writing, whether by e-mail or post, to the General Secretary. Such resignation shall take place from the date the notice is deemed served on the General Secretary or, if a later time is stated in the notice provided that the Executive Committee agrees.

6.5. Death.

6.5.1. Upon an Officer dying, their post shall be deemed vacated immediately upon death.

6.6. Loss of Capacity.

6.6.1. Any Officer of the EPRA, who loses capacity as deemed by a medical report from a qualified medical professional, shall automatically be deemed to have resigned from office and shall not be entitled to carry out his previous duties.

6.7. Poor Attendance.

6.7.1. Any Officer who misses three or more committee meetings within any 12-month period shall be capable of being removed from office by the remaining members of the Executive Committee putting the matter to a simple vote with the majority passing.

6.8. Bankruptcy.

6.8.1. Should any Treasury Officer be declared bankrupt by a court of competent jurisdiction then they shall be taken as immediately resigning their post from the moment of their bankruptcy.

6.8.2. Should any bank mandated Officer be declared bankrupt by a court of competent jurisdiction then they shall be removed from the bank mandate immediately and all positions linked with the finances of the association.

7. Emergency Appointment of Officials

7.1. It is acknowledged that, from time to time, Officers may resign with little or no notice being given which may leave the EPRA vulnerable and in need of replacing the outgoing Officers immediately or as soon as practicable contrary to the usual processes and procedures under this constitution.

7.2. In such a situation, power is given to the Executive Committee to appoint, by the passing of a simple majority, any member to the vacant Officer on an interim basis. Upon such an interim appointment, the member may carry out all functions of that role.

7.3. Notice of the appointing of an interim Officer must be given to all regional delegates.

7.4. The interim Officer shall then, at the next AGM, be proposed and voted in (or not as may be) in the usual way in accordance with clause 5.3.

8. Vacancies on the Executive Committee

8.1. The Executive Committee will either fill any vacancy on the Executive Committee from the incumbent Executive Committee or advertise the position electronically by email and on the website. Details of the vacancy must also be sent to the Regional Delegates as soon as practicable.

8.2. Any member interested in carrying out the vacant position must provide a CV to the General Secretary and will then be invited to the next meeting of the Executive Committee. The Executive Committee will interview the member to see their suitability for the role.

8.3. If successful they will be acting in that position until they are either ratified at the next AGM, a special meeting called for that purpose or if the position is up for election as the fixed term of tenure has ended.

9. Byelaws

9.1. The Executive Committee may, from time to time, propose, vote upon, and enact Byelaws that are required for the effective administrative management and governance on a day-to-day basis of the EPRA. The power to create Byelaws shall, however, not be limited to simply administrative matters but shall be deemed to include the power to make such Byelaws in any area that arises while conducting business on behalf of the EPRA and its membership.

9.2. For the avoidance of doubt, the Executive Committee may, amend any such Byelaws.

9.3. Once passed by the Executive Committee, the Byelaws shall be provided to all Association members via the Association's website. Any member that continues to hold membership with the EPRA 7 days after the Association providing said copy of the new Byelaws, shall be deemed to have unequivocally accepted the same.

9.4. Byelaws created must be consistent with the ethos of this constitution.

9.5. Any challenge to Byelaws enacted by the Executive Committee must be implemented by way of convening a special meeting or EGM in accordance with section 33.

10. Amending of the Constitution

10.1. The Executive Committee has the unreserved and absolute power, so long as the rules of this constitution are followed, to amend, alter or revoke all rules, Byelaws or other enactments regarding the EPRA that have been passed on the EPRA's behalf whether or not said enactment was adopted prior to the coming into force of this constitution.

10.2. The procedure for amendment under this constitution is that any such proposal may be by the request of the Executive Committee for a special meeting, a member's request at a special meeting (see below) or, again, at the member's request at the Annual General Meeting ('AGM') as noted below.

10.3. Once the amendment has been passed, it shall be placed upon the website for general consumption.

10.4. Should any member continue their membership for a period longer than 7 days after the amendment has been published then they shall be deemed to have acquiesced to the amendment and shall be deemed to have accepted the same in its entirety.

10.5. For the avoidance of doubt, the passing of Byelaws that do not require amending the form of the constitution are not covered by this section of the constitution.

11. Membership

11.1. The categories of membership that shall be offered shall be Full Member and Provisional Member, both of which entitle the member to benefit from the privileges outlined below.

11.2. Annual membership is completed when a membership application is successfully submitted, and any required annual fee is received.

11.3. Initial membership requires the passing of an EPRA examination. The Examination fee will include the remainder of the current calendar year as a Provisional Member as complimentary at no additional cost.

11.4. Membership of the EPRA will be open to all qualified Referees throughout the United Kingdom, regardless of which refereeing organisation they qualified with.

11.5. The Executive Committee reserves the right to refuse membership to any individual if, for any reason, they consider that the granting of membership would be detrimental to the EPRA.

11.6. A register of members' personal information shall be kept on an EPRA database.

11.7. The responsibility for maintaining good and proper personal database records for all members lies with the Membership Secretary.

11.8. The membership year shall be from 1st January to 31st December each year.

12. Privileges of Membership

12.1. Upon the paying of all sums due under the terms of this constitution, a member shall be entitled to call himself a member of the EPRA.

13. Membership Fee

13.1. Each member shall pay an annual fee when they register to be a member of the EPRA under the terms of this constitution.

13.2. Any member not paying their fees by 31st January of that year will be deemed to have resigned their membership and will be refused all benefits of the EPRA. The Executive Committee can agree to extend the date if required.

13.3. The amount required to be paid may be amending from time to time by the Executive Committee upon compliance with the terms of this constitution.

14. Resignation

14.1. Should a member wish to resign their membership of the EPRA, then they must send a notification in writing to the General Secretary.

14.2. The resignation under clause 14.1 shall take effect 7 days from the date of service of the resignation upon the General Secretary.

14.3. There shall be no refund of any subscriptions in any circumstances upon a member resigning.

14.4. Any member who allows their membership to lapse and does not pay their annual subscription renewal by the end of January, shall be deemed to have resigned.

15. Complaints

15.1. All complaints must be made within 14 days of the incident, in writing, to the General Secretary.

15.2. If the complaint is about the General Secretary, then the complaint must be made to the Chairperson.

15.3. The General Secretary (or other Officer) will assess the complaint following the Disciplinary and Complaints procedure.

16. Suspension and Expulsion of Membership

16.1. The Executive Committee shall have the absolute power to warn, suspend, expel, or otherwise sanction any member of the EPRA within their jurisdiction in accordance with this clause should they breach the rules of this constitution.

16.2. The Executive Committee shall have the absolute and unfettered power to warn, suspend, expel, or otherwise sanction any member of the EPRA within any of the jurisdictions governed by the EPRA should they breach the rules of this constitution.

16.3. The following is a non-exhaustive list of serious and unacceptable behaviour that may warrant disciplinary action:

- Breaching any Byelaw.
- Bringing the game into disrepute.
- Bringing the EPRA into disrepute.
- Failing a drugs test.
- Refusing to take a drugs test upon being requested to by an Officer of the EPRA.
- Stealing.
- Violence.
- Committing fraud.
- Breaching this constitution.

16.4. The Executive Committee reserve the right to add to the above list and take other behaviour not included in the above in account when determining any disciplinary issue.

16.5. For the avoidance of doubt, the above behaviour is not limited just to behaviour at EPA events and behaviour that takes place at external events may be taken into consideration.

17. Management

17.1. At any meeting conducted by any Officers of the EPRA, regardless of how so enacted, must be minuted by the General Secretary or another secretary to keep an accurate and contemporaneous record of what transpired.

17.2. The minutes must include:

- Who were present.
- Date of the meeting.
- Purpose of the meeting.
- Events that took place.

17.3. The secretary shall type the minutes up as soon as practicable and provide a copy to those entitled to receive the same.

18. Executive Committee Meetings

18.1. The Executive Committee has the absolute and unequivocal right and ability to manage all aspect of any business that is conducted on behalf of the EPRA or its members.

18.2. The Executive Committee shall have full authority to decide if such meetings are online, in person or are to take place by any other format.

18.3. Any four (4) Regional Delegates or threes (3) Officers may call an Extraordinary National Meeting of the EPRA in writing giving the reason(s) for the request. The General Secretary shall then provide a copy of the requests and reasons to members of the Executive Committee. The date/time of the meeting is to be agreed as soon as reasonably possible. The Executive Committee to decide if the meetings are online or in person.

18.4. A quorum for EPRA Executive Committee meetings is 50% representatives being present.

18.5. The General Secretary will send out correspondence and an Agenda to the Executive Committee via email 7 days before the meeting takes place and The Treasurer will send out financial information via email 7 days before meeting takes place. Any other correspondence received after the 7-day deadline will not form part of the next national meeting unless the General Secretary deems it urgent.

19. Complaints and Disciplinary

19.1. The General Secretary is to make the Executive Committee aware of any complaints received 7 days before the meeting takes place without giving any information that may prejudice any hearing. The Executive Committee to be kept informed at national meetings of the outcome of complaints/disciplinary matters once they have been completed.

20. Requirement for An Annual General Meeting (AGM)

20.1. Each year, before the end of January, the General Secretary shall arrange for an AGM to take place. Where possible, the AGM should take place on or around the same period each year but may take place outside of that requirement but no later than the 15th of February.

20.2. The order of business at the AGM, subject to any discretion contained within this constitution, shall involve:

- Approving the minutes from the previous AGM and any Special Meeting that has been called since the previous AGM.
- Chairperson's report.
- General Secretary's report (to include membership numbers).
- Reports from the Treasurer as to accounts for the preceding financial year. The Treasurer shall produce at the AGM a profit and loss account and a balance sheet.
- To read the External Auditor/Bookkeepers' report and recommendations.
- Approve the accounts prepared by the External Auditor/Bookkeeper.
- Motions for debate.
- Election and/or Re-election of Officers of the EPRA.

20.3. Only fully Association 'Full Members' are allowed to attend the AGM, plus the 6 Officers and Regional Delegates of the EPRA.

20.4. All persons attending an EPRA AGM must be a registered and paid EPRA member before 31st December of the previous year.

20.5. Voting at the AGM is as described in section 4.5 plus each other Full Member present will also have a single vote.

20.6. The General Secretary will send out notification of the AGM no less than twenty-eight (28) days prior to the AGM set date. All members will also be notified of all Officers' positions that are up for election along with the job descriptions for those posts.

20.7. All Proposals for the agenda of the AGM must be in the hands of the General Secretary of the EPRA twenty-one (21) days prior to the date set for the AGM.

20.8. Amendments to these proposals along with a seconder supporting said amendment are to be in the hands of the Secretary of the EPRA fourteen (14) days prior to the date set for the AGM. No proposal will be read to the AGM unless it has been seconded.

20.9. Proposals can be amended at the AGM provided they have been seconded and the members that proposed and seconded it agrees to the amendment.

20.10. The General Secretary of the EPRA to send out the paperwork no less than 7 days prior to the date set for the AGM.

20.11. Members that propose and second a motion must be present at the AGM to have the proposal read out. The Executive Committee reserves its right to not read out such a proposal if the members that proposed and seconded are not present at the AGM.

20.12. Proposals may be made by the Executive Committee inline with the timescales described here.

20.13. At an AGM any member of the EPRA may require an Officer of the Executive Committee to give a full account of any action taken by that Officer.

20.14. No AGM may take place unless there is a quorum of at least 50% of the Officers and 50% of the Regions being represented.

20.15. If more than one seconder has been recorded against a specific AGM/EGM proposal, then the option to select an alternative seconder from the recorded list is allowed should the primary seconder be absent. Additional seconders will be published against the written proposal in the order (by date/time) that they agreed to second the proposal.

21. Usual and Typical Meetings of the Executive Committee

21.1. Nothing under this constitution shall compel the Executive Committee to have to provide notice to any member in relation to a meeting called to exercise the Executive Committee's powers so long as the content of that meeting shall not influence or infringe upon the core ethos and purpose of the EPRA.

22. Requirement for Extraordinary General Meeting (EGM)

22.1. The express purpose of an Extraordinary General (EGM) meeting is to allow the members to deal with matters that have arisen that cannot be dealt under the passing of Byelaws or issues that have been raised by a quorum of the membership as defined to determine a matter that, for whatever reason, cannot wait until the AGM.

22.2. For the avoidance of doubt, the Executive Committee are given absolute authority to utilise this section, regardless of any other section within this constitution, to propose, vote upon, enact, revoke, alter or otherwise implement or change any rule on any issue that arises whether foreseeable or not that requires immediate action to protect the interests of the EPRA and its members.

23. Proposing an Extraordinary General Meeting (EGM)

23.1. An EGM of the EPRA may be called at any time by:

- Three (3) of the Officers who must obtain a minimum of 25% of the Regions to agree to the request.
- Four (4) Regions who must obtain and demonstrate a minimum of 25% of support from 25% of the regional members.

23.2. The request for triggering an EGM must be put in writing to the General Secretary clearly giving the reasons for the request. The General Secretary will notify the members within 7 days of receiving the request for a special meeting.

23.3. An EGM will have only a fixed agenda of voting items as described by the author and will not include general meeting items such as review of previous meeting minutes and 'any other business'.

23.4. Regions agreeing to the EGM must submit their requests in writing confirming that a meeting took place agreeing to the EGM including seconding any motion(s). The request must be in the hands of the General Secretary within 14 days of the original request being sent out.

23.5. Once the 14 days have passed, on the 15th day The General Secretary must inform the members if the quorum for the EGM has been reached or not.

23.6. If the quorum is reached The General Secretary will give a minimum of 3 days' notice in writing to all members with an agreed date for the EGM which is no more than 14 days from confirmation of the quorum.

23.7. The General Secretary shall liaise with the Executive Committee to decide if the EGM will be online or in person or If the Executive Committee considers the matter for debate does not need the attendance of the membership, then the special meeting may be conducted by electronic means, giving clear instructions of what is required and any deadlines for responses. A full 'minute' of the outcome must be sent to the members as soon as is practicable.

23.8. Only fully 'Full Members' at the time of the calling of the EGM are allowed to attend, plus the Officers and Regional Delegates or their representatives of the EPRA.

23.9. Anyone attending an EPRA EGM must be an EPRA 'Full Members' at the time of the calling of the EGM.

23.10. The 6 Officers may not represent their regions at the EGM.

23.11. Voting at the EGM is as described in section 4.5 plus each other Full Member present will also have a single vote.

23.12. Members that propose and second a motion must be present at the EGM to have the proposal read out.

23.13. At the EGM, any member of the EPRA may require an Officer of the Executive Committee to give a full account of any action taken by that Officer on behalf of the Executive Committee.

23.14. Proposals can be amended at an EGM provided they have been seconded and the members that proposed and seconded the proposal agrees to the amendment.

23.15. No EGM may take place unless there is a quorum of at least 50% of the Officers and 50% of the Regions being represented.

23.16. For the avoidance of doubt, should the General Secretary, or a member of the Executive Committee, fail or refuse to call an EGM in accordance with this section then the members may, so long as the rules of natural justice are followed, convene their own meeting of the members to determine the issue at hand and such a decision shall be binding upon the EPRA and its members.

23.17. Should the Officers still refuse to implement the outcome of a meeting of the members convened in accordance with this section then the members shall be at liberty to call a further EGM to dismiss all Officers for failing to honour the constitution.

24. Notice

24.1. Any notice served under this constitution must include:

- The date of the meeting.
- The time of the meeting.
- The place of the meeting.
- The platform the meeting will be taking place on.
- The nature of the business to be discussed and voted upon.

24.2. Said notice shall be provided to all those entitled to attend at least 21 days before the meeting wherever possible. If not possible, then as much notice shall be provided as is possible.

24.3. Notice shall be deemed proper upon providing the same to each member in writing which may be, but does not have to be, by email.

24.4. Subject to the Executive Committee calling an 'emergency meeting', notice may not be provided to any member less than 3 days prior to any meeting.

24.5. The failure to abide by of the aforementioned provisions shall not render any notice invalid if, upon a reasonable inspection of said notice, the purpose and intent of the notice would be ascertainable to a reasonable person with knowledge of the surrounding circumstances.

25. Service of Notice

25.1. Any notice required to be served under this constitution shall be sent electronically.

25.2. If any person entitled to receive such a notice who requires a copy to be sent by hard copy, then they are to contact the General Secretary within 3 calendar days of the electronic notice being provided.

25.3. For the avoidance of doubt, any notice that is not 'bounced back' shall be deemed validly served. If any notices do 'bounce back' then no further action will be taken by the Association to contact the recipient.

25.4. Service shall be calculated, if sent electronically and before 16:00, the day on which it is sent. If sent after 16:00 then it shall be the next calendar day.

26. Procedure at Extraordinary General Meeting (EGM)

26.1. Once each member who is entitled to be heard on the proposed motion has been heard, the Executive Committee shall have the right to make comments with regards to whether, in its view, the matter should pass. Once they have done so or declined to do so as the case may be, the matter shall be put to a vote with the simple majority carrying.

26.2. The conduct of the meeting, so long as the rules of national justice are met, shall be at the sole discretion of the Chairperson.

27. Emergency Meetings

27.1. If a situation arises that means that it would be impractical or impossible in the interests of the EPRA and its members to adopt the usual notice giving provisions required for the calling of a special meeting, and it is felt that Byelaws could not in good conscience be passed to address the issue, then the Executive Committee may enact this section of the constitution and call an 'emergency meeting' of the member members.

27.2. An emergency meeting of the members shall be convened and the matter shall be put to a vote by those members who are entitled to attend. If the matter passes, then that vote shall be binding on the members of the EPRA as if the meeting had been validly called in accordance with the usual provisions.

27.3. The General Secretary shall then prepare a note of the emergency meeting of the member members to be circulated in the usual way to the Regional Delegates detailing why the emergency powers were utilised (why the situation was so urgent that the usual provisions could not be adhered to) and what was decided.

27.4. The General Secretary will then, if any complaint is received within 7 days of such notice being given, arrange for a special meeting to take place as soon as practicable in the usual way for it to be determined whether what was voted for at the emergency meeting should continue.

27.5. If it is voted at the following special meeting that the emergency measure should be set aside then the Executive Committee will take reasonable steps, so far as may be humanly possible, to undo what was passed at the emergency meeting.

27.6. If it is not humanly possible to entirely rescind a consequence of an emergency meeting of the Executive Committee then the member shall continue to be bound by that aspect that cannot be undone.

28. Job Descriptions

28.1 See Byelaw 1

29. Referee Grading

29.1 See Byelaw 2

30. Dress Code

30.1 See Byelaw 3.

31. Financial

31.1. Ownership of Property

31.1.1. All property that is purchased, owned, rented, or otherwise enjoyed on behalf of the members of the EPRA shall be held by the Chairperson, the General Secretary, and the Treasurer on behalf of all the members of the EPRA.

31.1.2. Those Officers shall have an absolute indemnity to utilise in whatever way they deem needed, those assets in accordance with this constitution to forward the goals and object of the EPRA.

31.1.3. For the avoidance of doubt, such Officers shall owe an absolute duty of good faith to the membership of the EPRA with regards to their dealings with EPRA property.

31.1.4. The Chairperson, Secretary, and Treasurer will be entered onto the bank mandate for online banking and any other online portal required for processing income and/or payments. The Treasurer shall maintain the Bank Accounts of the EPRA, and all monies collected are to be deposited in the bank account(s) of the EPRA within 10 working days.

32. Power to Borrow Monies and Enter Contracts

32.1. For the avoidance of doubt, all Officers of the EPRA have an absolute duty of good faith to the members of the EPRA in relation to the money amassed by the EPRA in the members' names.

32.2. The members of the Executive Committee have permission, whilst the EPRA is unincorporated, to enter into contracts in accordance with the rules of this constitution for any purpose on behalf of its members in order to promote the objects of the EPRA and to assist, implement or support the day to day running of the EPRA and its tournaments.

32.3. The Executive Committee shall have the members' absolute authority to utilise the funds of the EPRA to progress the purposes outlined above.

32.4. By maintaining membership, each member of the EPRA agrees that the Executive Committee may contract on its behalf with its authority in line with the above.

32.5. The members' personal liability in relation to such contracts taken out by the Executive Committee shall be limited to their annual subscription.

32.6. The Executive Committee have the absolute right to seek an indemnity from the funds and assets of the EPRA to discharge all obligations, debts or other liabilities that may arise as a result of the conducting of the business of the EPRA that is entered into in good faith and in compliance with this constitution prior to requesting a contribution from the members as above.

33. Entering Contracts

33.1. Officers may, from time to time, be asked to enter contracts in their own name on behalf of the EPRA by the Executive Committee until the EPRA is incorporated as a company.

33.2. Any Officer so asked, must be satisfied that the Treasurer and Executive Committee have lawfully, and in accordance with this constitution, voted for and approved the entering into such contact on behalf of the EPRA and that such approval has been noted in the minutes of said meeting. For the avoidance of doubt, the Chairperson of the EPRA will confirm in writing to such Officer of person that the contract has been approved by the Executive Committee.

33.3. The Treasurer is to take all reasonable steps in ensuring that, wherever possible, adequate insurance is in place in relation to any contract that may give rise to an adverse financial liability to the EPRA.

33.4. Any contract that is entered into without complying with the above shall not bind the EPRA or its members but may give rise to personal liability for the Officer concerned.

33.5. Such Officers must, without exception, sign such an approved contract as follows: 'INSERT NAME on behalf of the English Pool Referee's Association' or otherwise make clear on said contract that they are acting as agent on behalf of the EPRA.

33.6. Should the above clauses not be complied with, and a loss to the EPRA is incurred, then the EPRA's position in respect of that loss is fully reserved.

33.7. Each Officer, by being a member of the EPRA, confirms that the Executive Committee has the absolute right to rely on this clause of the constitution as evidence that any such referee's related contract, even if entered in the name of the Officer personally, has been entered into on behalf of the EPRA and may provide a copy of this constitution to any relevant third party as evidence of the same.

33.8. Each Officer also agrees without reservation that the Executive Committee may rely on this constitution as absolute permission to obtain any and all information that any venue, business or third party may hold in respect of the membership or business dealings of the EPRA, or any contract entered into on its behalf to include those entered into by the Officers personally.

33.9. If, however, the terms of this constitution are validly adhered to then the EPRA agrees to provide a complete and absolute indemnity in relation to such agreed contracts.

34. Payment of Contracts

34.1. When making payments there will be a 2-tier payment system in line with the bank mandate, the Treasurer to authorise plus 1 other to set up the payment. Such authorisation must be in writing or electronic.

35. Budget

35.1. The Treasurer will produce a budget at the beginning of each year to be agreed by the Executive Committee and will present at each National Meeting a profit and loss balance sheet and updated forecast since the last meeting of the EPRA. The Treasurer must make the Executive Committee aware of any existing or potential financial or cash flow problems.

36. Accounts

36.1. Each financial year, the Treasurer may instruct on behalf of the EPRA an independent, qualified, and insured accountant and/or bookkeeping professional to audit the EPRA's accounts and prepare a report for the consideration of the Executive Committee and known as the 'External Auditor'.

36.2. The Treasurer's (and the External Auditor's, if exists) report is to always be obtained in good time of the AGM or any other applicable meeting.

36.3. The Treasurer will check all income and expenditure receipts, check the budgets, and observe proper banking procedures.

36.4. The Treasurer will check the insurance cover and shall examine the budgets, accounts, contracts during the year and prior to the AGM, along with any invoices, receipts, financial/tournament paperwork and shall submit reports of their findings and recommendations to the Executive Committee at normal meetings and to the members at the AGM.

36.5. EPRA finances should run from 1st January to 31st December each year.

36.6. National honoraria, expenses & mileage rates to be agreed by the Executive Committee and The EPRA will endeavour to reimburse all reasonable expenses of any member of the Executive Committee incurred while conducting business on behalf of the EPRA.

37. Distribution of Profits

37.1. All monies held by the EPRA will, after the deduction of managerial expenses, be used for the EPRA, any profits earned shall be contributed to a general fund for furthering the objectives of the EPRA.

38. Miscellaneous

38.1. Future Amendments

38.1.1. The Executive Committee has the absolute right to amend, alter, vary, or revoke and any or all this constitution by following the procedure laid out herein.

38.1.2. The Executive Committee has the absolute right to amend, alter, vary, or revoke any Byelaws that have been implemented by following the procedure laid out herein.

39. Situations Not Expressly Governed by These Rules

39.1. Should any situation arise that is not covered by this constitution then the Executive Committee shall have the power to deal with the same by calling a special meeting in the usual way and putting the matter to a vote with a simple majority passing.

39.2. The entire purpose of this section of the constitution is to provide the Executive Committee with the power to deal with any situation that may arise in a democratic way so long as the rules of natural justice are complied with.

40. Failure to Abide by Rules

40.1. Nothing within this constitution shall render the actions of the Executive Committee void by not following this constitution so long as the rules of natural justice are followed, and the membership are not unduly prejudiced as a result.

41. Dispute Resolution

41.1. In the event of a dispute occurring in a game of pool refereed by the EPRA, the dispute must try to be resolved on the day. If it cannot be resolved on the day, a complaint must be registered with the organising Association within seven (7) days of the alleged offence.

41.2. It is agreed that, prior to any claim being issued in a court or tribunal of competent jurisdiction within England and Wales, regardless of who it is proposed to be between, that involves the EPRA, its business, tournaments, decisions made, or any other related matter, the parties to that dispute shall first engage in a mediation. The cost of said mediation shall be shared between the parties 50/50.

41.3. All members agree that, if they commence proceedings without complying with the above clause, then the opposing party may apply for any such claim to be stayed until the above clause has been complied with.

41.4. Should court proceedings be issued then the courts of England and Wales shall have exclusive jurisdiction.

42. Dissolution

42.1. The Executive Committee may, upon passing a majority at a quorate meeting, arrange a special meeting to dissolve the EPRA.

42.2. It is to be noted that, unless the provisions of this section are complied with, no such motion to dissolve will be binding or effective.

42.3. The General Secretary is to arrange for notice of the dissolution, and the reasons why, to be served on every member of the EPRA.

42.4. The General Secretary shall then arrange a dissolution meeting. Such a meeting to vote upon the proposed dissolution of the EPRA shall not be quorate unless 50% of sitting members of the Executive Committee are present and at least 50% of the regions are represented.

42.5. The Chairperson must then address why it is proposed to dissolve the EPRA and allow any person who wishes, and is entitled, to be heard on the subject. Such a person shall be allotted a maximum of 5 minutes to give their view but this may be extended or shortened by the Chairperson.

42.6. Once all have been heard, the matter shall be put to a vote with the simple majority passing.

42.7. Should the EPRA be dissolved then the Executive Committee must instruct insured liquidators and/or insolvency practitioners to dissolve the EPRA and carry out all other functions to bring the liabilities of the EPRA and its members to a close. If there is a surplus of funds then, in addition, the liquidators shall also oversee the division of any surplus.

43. Unilateral Dissolution

43.1. Should the Executive Committee recommend that the EPRA be dissolved but the membership do not pass that motion then the Executive Committee shall have full authority to seek relief from the Chancery Division of the High Court, London and shall be fully indemnified from the funds of the EPRA in that regard.

44. Website

44.1. All rules, events, notices, news, contact information and other information relating to the EPRA will be published on the Association's website.

45. Data Protection

45.1. The EPRA agrees to adhere to all legislation relating to the storage and processing of personal data including, but not limited to, GDPR and the Data Protection Act 2018.

45.2. Members personal data/information is used solely by the EPRA and no data will be knowingly disclosed to any third party without the express written permission of the member (with the sole exception if such disclosure is required by law).