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The BFA Constitution Version 3.0

1.	Purpose of the BFA	1
1.1	Mission.....	1
1.2	General.....	1
1.3	Structure of the BFA.....	1
2.	Posts within the BFA	2
2.1	Appointment of Posts.....	2
2.2	Chairman's Duties.....	2
2.3	The Committee.....	3
3.	Accounts	4
3.1	The Treasurer.....	4
3.2	Accounting.....	4
3.3	Reporting.....	4
4.	Membership	5
4.1	Fees.....	5
4.2	Benefits.....	5
5.	Meetings	5
5.1	Annual General Meeting (AGM).....	5
5.2	Extraordinary General Meeting.....	6
5.3	Regulations Governing Meetings.....	6
5.4	Convening Meetings.....	7
5.5	Constitution of Meetings.....	7
5.6	Debate and Decisions.....	7
6.	General	8
6.1	Grievances.....	8
6.2	Disciplinary Procedure.....	8
6.3	Law of the Land.....	8
6.4	Sense of Reality.....	9
7.	Constitutional Amendments	9
7.1	Adopting Amendments.....	9
8.	Document History	9

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Distribution: Executive Committee, BFA members by request

Adopted at the AGM 16th March 2003

1. Purpose of the BFA

1.1 Mission

- 1.1.1 To set up Regional and National Bar Football leagues and elimination competitions on one or more types of table across the UK and Republic of Ireland and, more generally, to raise the status of Bar Football to that enjoyed in many other countries in Europe and around the World.

1.2 General

- 1.2.1 The BFA is a non-profit organisation created for the purpose of promoting Bar Football in the UK and Republic of Ireland.
- 1.2.2 All members must act in accordance with 1.1 and not profit from the association or through connections with the association with the exception of:
- a. winnings from bar football competitions and
 - b. profits declared to and approved by the committee.
- 1.2.3 The BFA will not unduly favour any manufacturer, distributor, retailer or operator of Bar Football related material.
- 1.2.4 The BFA will support all types of table and will not unduly favour any one type. Impartial advice will be given where asked for.
- 1.2.5 It must be recognised that individual players, members and even regions of the country will favour a particular type of table. It is the responsibility of the BFA to ensure that all views are accommodated.

1.3 Structure of the BFA

- 1.3.1 Day to day running of the BFA will be controlled by the Executive Committee, who are under a duty to act in the best interests of the game and of the membership.
- 1.3.2 The BFA website will serve the purposes of delivering information to members, and BritFoos will serve as a forum for discussion of issues.

- 1.3.3 Members without Internet access can opt to be kept informed of current issues via fax or post, and it will be the job of the BFA Chairman and BFA Secretary to distribute information as requested.
- 1.3.4 The BFA is supported by non-Executive members, including Venue Representatives, and Working Group members with additional experience who volunteer to help the BFA with tournaments, sponsorship and/or other matters. Non-executive members should be consulted with regard to policy decisions. A list of Non-executive members should be maintained by the Secretary

2. Posts within the BFA

2.1 Appointment of Posts

- 2.1.1 All posts including the Chairman will be appointed at the AGM via a secret ballot.
- 2.1.2 Nominations will be made and seconded.
- 2.1.3 A candidate must declare any financial interest they have in regards to the manufacture, sale, distribution or operation of Bar Football related material. Failure to do so will disqualify them from the post.
- 2.1.4 A candidate for a post cannot preside over the election or act as scrutineer.
- 2.1.5 If desired a debate will take place before a ballot to allow competing candidates to air their points of view.
- 2.1.6 Each post will last from the time of election until the following AGM.
- 2.1.7 If a post becomes vacant during the year a temporary appointment can be made at an EGM. The appointment will last until the next AGM.
- 2.1.8 An outgoing Chairman seeking re-election must vacate the Chair until the result is known.
- 2.1.9 The Chairman does not have the casting vote on appointments to posts. Further debate and voting will take place if necessary.
- 2.1.10 Anyone wishing to fill a post within the BFA must acknowledge the responsibility of that post and must adopt a serious attitude toward the position.

2.2 Chairman's Duties

- 2.2.1 The Chairman must ensure that his own appointment is in order.
- 2.2.2 It is the responsibility of the Chairman to ensure that each post holder has the information necessary to carry out their duties effectively. The Chairman will ensure that each post holder has a description of the aims and duties of the post.
- 2.2.3 The Chairman must ensure through regular contact with committee members that the goals of the association are being achieved.
- 2.2.4 The Chairman must abide by the rules of meeting and by common law.

- 2.2.5 The Chairman must ensure that members are kept informed of business via General Meetings and literature.
- 2.2.6 He must ensure that all meetings are properly convened and constituted.
- 2.2.7 He must ensure that the correct quorum is present at all times during meetings.
- 2.2.8 He must ensure, that good conduct is observed at all times.
- 2.2.9 He must ensure the preservation of order during meetings.
- 2.2.10 He must ensure that the order of business is observed unless changes are agreed by the meeting.
- 2.2.11 He must allow ample time for discussion and restrain irrelevant discussion.
- 2.2.12 The Chairman must ensure equal opportunity to all parties.
- 2.2.13 The Chairman must ensure that the sense of the meeting is not lost.

2.3 The Committee

- 2.3.1 The executive committee will consist of the Chairman, Vice Chairman, Secretary, Treasurer and three other elected members. They have the same voting power as ordinary members. However the Chairman has the casting vote to resolve votes which are otherwise tied. He may not use a casting vote for appointing post holders.
- 2.3.2 Decisions via Executive Committee vote require a 5-2 majority (6-1 majority for decisions relating to the assignment of monies).
- 2.3.3 These posts will be subject to election each year at the Annual General Meeting.
- 2.3.4 Other committee posts will be filled as they arise. Nominations for new posts will be motioned and seconded. If unopposed they will be passed by the Chairman at a meeting.
- 2.3.5 If more than one candidate exists for a post then a secret ballot will be used. Each candidate may put their credentials forward in writing and/or by a speech at the meeting if they wish.
- 2.3.6 If a tie occurs then a debate should take place before a second ballot.
- 2.3.7 A post on the committee will last from January 1st until December 31st after which a re-election will take place.
- 2.3.8 Committee members have the same voting powers as ordinary members
- 2.3.9 The committee is to maintain a policy document, which contains BFA policies to control the behaviour of the committee and committee members. The policy document should include but not be limited to:
 - a. Guidelines on how the committee maintain discipline, handle complaints
 - b. Guidelines as to powers which can be exerted by individual members and/or by the committee as a whole
 - c. Policy governing official BFA announcements

- d. Policy governing expenditure guidelines & priorities
- e. Policy governing Advertising and Sponsorship”

3. Accounts

3.1 The Treasurer

- 3.1.1 The Accounts of the BFA will be the responsibility of the Treasurer.
- 3.1.2 The election of the Treasurer will be made at each AGM and will be in effect from the January 1st to the December 31st.
- 3.1.3 No person who has a financial interest in regards to the manufacture, sale, distribution, or operation of Bar Football related material, apart from winnings from bar football competitions, is eligible for the post of Treasurer.
- 3.1.4 Any BFA bank account will be maintained with minimum cost. The signatories for the account will be the Chairman, the Treasurer and two other executive committee members. Cheques must require two signatures for payment, one of which must be the Chairman or the Treasurer.

3.2 Accounting

- 3.2.1 It is the responsibility of the Treasurer to ensure all financial transactions are properly recorded and all receipts and invoices are kept.
- 3.2.2 A receipt must be obtained for all purchases or donations made on behalf of the BFA.
- 3.2.3 A receipt must be given and a copy kept for all moneys received including donations.
- 3.2.4 Authorisation must be received from the Chairman, Vice Chairman, Secretary and the Treasurer before any payment can be made.
- 3.2.5 For payments over an amount to be specified at each AGM, authorisation must be obtained via a motion at a General Meeting.

3.3 Reporting

- 3.3.1 The Treasurer must ensure that details of the accounts are available to all members at all times.
- 3.3.2 At each meeting a report must be given by the Treasurer (or a nominated temporary replacement) on the state of the accounts and the major activities since the last report.
- 3.3.3 The Treasurer is required to produce or have produced by a professional body a written report on the accounts for the AGM.
- 3.3.4 It is expected that the use of the accounts will be discussed at each AGM with regard to the previous year and forthcoming year.

4. Membership

4.1 Fees

- 4.1.1 Membership to the BFA will last for one year from the 1st January to the 31st December.
- 4.1.2 Renewals may start from the beginning of November until the end of January.
- 4.1.3 Membership fees for the following year will be proposed before the AGM and decided by vote at the AGM. Anyone not attending the AGM can register a postal vote before hand. A three-quarters majority of total membership is required for the new membership structure to be accepted. If a majority is not reached then the existing fee structure will remain in force for a further year.

4.2 Benefits

- 4.2.1 All members are entitled to attend all meetings of the BFA.
- 4.2.2 A newsletter will be produced and be sent to members free of charge. The minimum number of these per year is to be decided at the AGM.
- 4.2.3 It is the intention of the BFA to negotiate reduced entry for members into tournaments and other Bar Football related events. However these cannot be guaranteed.
- 4.2.4 It is the intention of the BFA to seek and negotiate further benefits for members. For example, reduced hotel bills or air fares. Such benefits are long term goals and cannot be guaranteed.

5. Meetings

5.1 Annual General Meeting (AGM)

- 5.1.1 Between March & May each year there will be an Annual General Meeting which is open to all members of the BFA.
- 5.1.2 During this meeting nominations and elections will be held to elect the following posts :
 - a. Chairman,
 - b. Vice Chairman,
 - c. Secretary,
 - d. Treasurer,
 - e. Three other executive committee members. (Any further posts will be added by amendment when required).
- 5.1.3 Each post will be in effect from the 1st January until the 31st of December. Outgoing post holders are permitted to stand for re-election.
- 5.1.4 The following general business will also be conducted during the AGM :
 - a. Accounts Report
 - i. Setting of Maximum payment limits.
 - b. Membership

- i. - Setting of fees
- ii. - Minimum number of Newsletters & other benefits.
- c. Progress Reports from committee members.
- d. Setting of the quorum for meetings.
- e. Guest Speaker (When appropriate).

5.2 Extraordinary General Meeting

- 5.2.1 A General Meeting can be called by any member of the BFA at any time if a valid reason exists.
- 5.2.2 A member wishing to call a meeting will contact either the Secretary, Chairman or Vice Chairman with their reasons.
- 5.2.3 It is then the duty of the Secretary, Chairman and Vice Chairman to decide if the calling of a meeting is warranted.

5.3 Regulations Governing Meetings

- 5.3.1 It is the responsibility of the Chairman to chair each meeting. However, if the nature of the Chairman dictates that he prefers not to perform this task he can allow the Vice Chairman to Chair Meetings. The Chairman will still hold the power of casting vote.
- 5.3.2 If the Chairman is unavailable or is the subject of matters to be discussed at the meeting, then a Chairman will be elected at the start of the meeting to reside over that meeting only.
- 5.3.3 The Chairman has the authority to adjourn the meeting if it has not been properly convened and constituted (See Sections 5.5 & 5.6.).
- 5.3.4 The Chairman can adjourn the meeting at any time with the consent of the meeting.
- 5.3.5 Any member can point out any departures from the rules regarding the convening or constitution of meetings to the Chairman. The Chairman must then act accordingly. For example, if a member leaves taking the number present below the quorum.
- 5.3.6 The Chairman has the casting vote where a tie has occurred. The Chairman has no casting vote on elections to posts.
- 5.3.7 All members must conduct themselves in a sensible and professional manner.
- 5.3.8 Non-members may attend BFA meetings by invitation, as observers. An observer has no voting powers.
- 5.3.9 Any disorderly person can be removed by the Chairman if the meeting agrees. However that person must be given ample warnings.
- 5.3.10 Matters of which appropriate notification have not been given cannot be dealt with at a meeting unless they are of an informal character and under "Any other Business". This is to ensure that all members have ample time to prepare.

5.4 Convening Meetings

- 5.4.1 Notice of a meeting must be given to all members at least 21 days before the date of the meeting.
- 5.4.2 Notice will be given in the form of a letter posted to each member or via other means where it has been agreed.
- 5.4.3 Notice is taken as received two working days after it has been sent.
- 5.4.4 The notice must state clearly the place, date and time of the meeting.
- 5.4.5 The notice must state the business that is to be discussed including any special business.
- 5.4.6 The notice must be issued by the Secretary with the approval of the Chairman and Vice Chairman.

5.5 Constitution of Meetings

- 5.5.1 At all times the meeting must have the specified quorum (Minimum number of eligible members) set out in the regulations.
- 5.5.2 The Quorum must be maintained throughout the meeting.
- 5.5.3 All questions and comments relevant to the agenda item under discussion must be heard.
- 5.5.4 The Chairman must ensure that the sense of the meeting is kept.
- 5.5.5 The Order of Business must be observed at all times unless the meeting agree that the order can be changed.
- 5.5.6 The minutes of the meeting SHALL be taken by the Secretary and confirmed by the Chairman and one other member.

5.6 Debate and Decisions

- 5.6.1 It is the responsibility of the Chairman to ensure that all debates are conducted in an efficient and orderly manner.
- 5.6.2 The Chairman must ensure that equal opportunity is given to all members during debates.
- 5.6.3 A motion must be put before the meeting prior to any discussion taking place. There is no need for a motion to be seconded.
- 5.6.4 It is preferred that notice of a motion be put in writing to the Secretary prior to a meeting to ensure that all members have ample opportunity to respond. However, a motion can be introduced if there is unanimous agreement by the meeting.
- 5.6.5 The withdrawal of a motion can only be made with the unanimous agreement from the meeting. It can then be reintroduced at a later date.
- 5.6.6 The order of speaking will be decided by the Chairman.

- 5.6.7 No time limit will be set for speeches unless the meeting decides that one is required. The length will then be decided by the meeting.
- 5.6.8 Once the debate is over, a show of hands will decide if the motion is to be passed.
- 5.6.9 For motions affecting the constitution, the terms of membership, or other specifically and previously identified motions, a two-thirds majority will be required for the motion to be pass. Normal motions will require a simple majority to pass.

6. General

6.1 Grievances

- 6.1.1 If a member, external body or individual has a grievance with the BFA or any of its members, they should inform the Chairman or Secretary in writing with full details of the grievance.
- 6.1.2 It is then the responsibility of the Chairman to contact the parties involved and try to negotiate an acceptable solution.
- 6.1.3 If no agreement can be reached then the grievance must be raised at a General or, if deemed serious and urgent, an Extraordinary General meeting.
- 6.1.4 Both parties will be invited to the meeting and given the opportunity to speak. An external party is allowed to nominate a BFA member to represent them.
- 6.1.5 A secret ballot will then be held to decide on whether to uphold or reject the grievance. A simple majority is required.

6.2 Disciplinary Procedure

- 6.2.1 When a grievance has been upheld it is the responsibility of the Chairman to try and negotiate a solution acceptable to both parties.
- 6.2.2 In the case of a grievance being upheld the Chairman has the following options:
 - a. To order the offender to make a formal apology and where possible 'Make Good' on any damage caused.
 - b. In serious cases, to call for a secret ballot to remove the offender from any post held.
 - c. In extreme cases, to call for a secret ballot to expel the offender from the association.
- 6.2.3 In the case of (b) and (c) a simple majority is required.

6.3 Law of the Land

- 6.3.1 The contents of this constitution in no way affect the legal rights of individuals.
- 6.3.2 Such rights of the individual must be upheld at all times.

6.4 Sense of Reality

- 6.4.1 The rules and regulations set out in this constitution are done so to provide a framework for the BFA to be successful and fair in pursuit of the common goal of Bar Football players.
- 6.4.2 It is important that all members including the Chairman recognise the fact that Bar Football is a hobby to be enjoyed and although we should be professional in our Association dealings, we must not let the essence of the game be lost.
- 6.4.3 All members must strive to make the game available and enjoyable to all levels of player whether they are playing in major tournaments for large prize money or playing locally just for fun.
- 6.4.4 Remember : Rule One - Have FUN.

7. Constitutional Amendments

7.1 Adopting Amendments

- 7.1.1 Constitutional amendments can only be adopted
 - a. at the AGM or an EGM if notice of the proposed amendment is circulated to all members at least 3 weeks prior to the meeting and no objections are recorded either by:
 - i. any individual member in writing by post, fax or e-mail or
 - ii. by post by any BFA member to the Britfoos Forum or
 - iii. in person at the AGM or EGM.If no objections are recorded the proposal can be adopted immediately.
 - b. by the unanimous consent of the elected executive committee, a minimum of 28 days following disclosure of the proposed amendment to BritFoos forum, the BFA website, and via e-mail to all online members, provided no objections are recorded either by:
 - i. any individual member in writing by post, fax or e-mail or
 - ii. by post by any BFA member to the Britfoos Forum.
 - c. if any two or more members object as in (a) or (b) above the amendment shall be put to the full membership by postal ballot. Should the motion pass by a 2/3 majority of voting members it shall be adopted immediately.

8. Document History

Issue 1 - September 1998: First issue of the constitution for feedback.

Issue 1.1 - November 1998: Corrections and rewording from feedback received.

Issue 2 - February 1999: Formal acceptance of the constitution at the AGM.

Issue 3 – March 2003