



British Foosball Association

Table Football ... Foosball ... Babyfoot in the UK

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The BFA Constitution v.5.1

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The BFA Constitution v.5.0

Distribution: BFA members

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1. Purpose of the BFA

1.1 Mission Statement

- 1.1.1 The British Foosball Association or “BFA” (formerly the “Bar Football Association”) was established as a non-profit making, independent association, run by an unpaid elected committee, with the aim of promoting the popularity of Foosball (also known in the UK as “Table Football”, “Babyfoot”, “Bar Football” and “Table Soccer”) in the UK to the levels seen elsewhere in the world, and setting up Foosball competitions.
- 1.1.2 The primary purpose of the BFA is to act as a central and independent organisational body for the sport of Foosball in the UK, to act in the best interests of the sport and of the membership, and to act as representative body for UK Foosball players internationally, with the International Table Soccer Federation (“ITSF”) and other recognised organisations.
- 1.1.3 The Executive Committee will develop and maintain a Policy Document covering the detailed objectives and activities of the BFA.

1.2 Powers and Authorities

- 1.2.1 The BFA shall be autonomous in the governance of Foosball in the UK, in that it shall independently determine and control all matters central to such governance, shall not delegate such determination and control, and shall be free from outside restraint. This provision shall not be construed as preventing the BFA from interacting or contracting with third parties for administrative assistance and support, or other such matters directly related to its activities under this Section 1: *Purpose of the BFA*.
- 1.2.2 The Executive Committee will develop and maintain a Policy Document covering the detailed powers and authorities of the BFA.

1.3 General

- 1.3.1 All Members must act with due regard for the Constitution and Policy Documents.
- 1.3.2 The BFA will deal with individuals and organisations that stand to profit financially or otherwise from relationships with the BFA in a manner that maximises the benefits to BFA members, and in accordance with Section 1: *Purpose of the BFA*.
- 1.3.3 In relation to all its activities, the BFA shall act without prejudice for race, colour, religion, age, gender, disability, sexual orientation or national origin.
- 1.3.4 The BFA will support all makes and types of Foosball table. In addition, but without unduly favouring any one table type or table manufacturer, the BFA may actively

promote officially recognised tournament tables, in line with a Policy Document to be developed and implemented by the Executive Committee.

- 1.3.5 The legal status of the BFA is that of an unincorporated association, under the jurisdiction of English law.

2. Structure of the BFA

2.1 Organisational Framework

- 2.1.1 The BFA will be constituted by this document (the “Constitution”), supplemented by additional detailed BFA policies (“Policy Documents”).
- a. Policy Documents will be developed as required to provide additional detail and clarification on the rules and operation of the BFA
 - b. Policy Documents will be maintained and developed by the Executive Committee, in line with relevant Executive Committee decision making processes.
 - c. The Constitution and Policy Documents are to be publicly displayed on the BFA Website for the benefit of Members.
 - d. In the event of contradiction between the Constitution and Policy Documents, the terms of the Constitution will prevail.
- 2.1.2 Ultimate responsibility for the running of the BFA lies with the Executive Committee, which has a duty to Members to act in accordance with Section 1: *Purpose of the BFA*.
- a. The Executive Committee will consist of a Chairperson, Treasurer and five to seven other Executive Committee members. Executive Committee positions are valid from the time of election or appointment through to the next AGM.
 - b. Additional roles and responsibilities (“Roles”) will be defined in line with a Policy to be developed and maintained by the Executive Committee, with such Roles to include Vice-Chair, Secretary, Women’s Officer and Webmaster. Roles may be assigned or reassigned as required by the Executive Committee, with ultimate responsibility for any such decisions residing with the Chairperson.
 - c. Executive Committee members have the same voting powers in General Meetings as ordinary members.
 - d. The Executive Committee must act within the Constitution and Policy Documents at all times. In addition, members of the Executive Committee will keep operational policies, procedures and other decisions relating to the running of the BFA confidential within the Executive Committee unless explicitly deemed disclosable.
- 2.1.3 The BFA Website will serve the purposes of delivering information to BFA Members and for discussion of issues.
- 2.1.4 The Executive Committee is supported by Non-Executives (including Venue Representatives and Working Group members), with additional experience or resource or skills for assisting with the running of the BFA, with such roles being given at the direction of the Executive Committee.

2.2 Election and Appointment of Executive Committee Posts

- 2.2.1 Election or appointment of Executive Committee posts will be as follows:
- a. Seven Executive Committee posts must be elected at the AGM, via a secret ballot, in the order Chairperson, Treasurer and other Executive Members.

- b. One additional person may be appointed to the Executive Committee by female members of the BFA for the Role of Women’s Officer, to the extent such a Role has not been filled by one of the elected Executive Committee members.
 - c. One additional person may be appointed to the Executive Committee for the role of Webmaster, to the extent that such a Role has not been filled by one of the elected Executive Committee members.
 - d. Appointment of committee members is subject to ratification by a simple majority of the AGM or an EGM if required
- 2.2.2 All candidates for all Executive Committee posts must declare whether they are, have been, or intend to be:
- a. involved in the commercial sale of Foosball tables or related items;
 - b. involved in the distribution or operation of Foosball tables; or
 - c. have any other Foosball related interests of a commercial and for-profit nature.
- 2.2.3 No person with a material commercial interest in Foosball is eligible for the posts of Chairperson or Treasurer (with, if required, a vote being held at the relevant General Meeting to determine whether an individual’s interest represents a material commercial interest).
- 2.2.4 Any candidate for the position of Chairperson must state his/her attitude towards the various table types, configurations and manufacturers, together with their plans for supporting players across the UK on local, national and international level.
- 2.2.5 A candidate for a post cannot preside over the election of that post or act as scrutineer. An outgoing Chairperson seeking re-election must vacate the Chair until the result of the vote for Chairperson is known.
- 2.2.6 Each candidate may put their credentials forward before the meeting_in writing, and/or by a speech at the meeting or as otherwise defined in BFA Policy Document. A candidate may elect a representative to talk on his/her behalf if they are unable to attend the meeting for whatever reason. If desired a debate will take place before a ballot to allow competing candidates to air their points of view.
- 2.2.7 If more than one candidate exists for a post then voting will take place via a secret ballot. If a tie occurs then a debate should take place before a second ballot.
- 2.2.8 Each post will be held from the time of election until the following AGM.
- 2.2.9 If an elected post becomes vacant during the year then an election can be held at an EGM to fill the vacant post. If an appointed post becomes vacant during the year then the process of appointment can be repeated to find a replacement. Posts will be subject to election or appointment again at the next AGM.
- 2.2.10 Anyone wishing to fill a post within the Executive Committee must acknowledge the responsibility of that post and must adopt a serious attitude toward the position.
- 2.2.11 Any Executive Committee member who fails to act in accordance with Section 1: Purpose of the BFA, or 2.2.10, may be suspended or expelled from the Executive Committee by unanimous vote of the remaining Executive Committee members. Any decision to expel an Executive Committee member, or suspend him/her for a significant period, must be ratified by a simple majority at a general meeting.

2.3 Chairperson’s Duties

- 2.3.1 The Chairperson (“Chairman” or “Chairwoman” as appropriate) must ensure that his/her own appointment is in order.

- 2.3.2 It is the responsibility of the Chairperson to ensure that each Executive Committee member has the information necessary to carry out their duties effectively, in particular in relation to any Roles assigned.
- 2.3.3 The Chairperson must ensure through regular contact with Executive Committee members that the goals of the BFA are being achieved and that assigned responsibilities under any Roles are being met.
- 2.3.4 The Chairperson is ultimately responsible for ensuring that the BFA acts in accordance with the Constitution and Policy Documents.
- 2.3.5 The Chairperson must ensure that members are kept informed of business via General Meetings and literature.
- 2.3.6 The Chairperson must ensure that all General Meetings are properly convened and constituted.
- 2.3.7 The Chairperson must ensure that good conduct is observed at all times.
- 2.3.8 The Chairperson must ensure the preservation of order during meetings.
- 2.3.9 The Chairperson must ensure that the order of business is observed unless changes are agreed by the meeting.
- 2.3.10 The Chairperson must allow ample time for discussion and restrain irrelevant discussion.
- 2.3.11 The Chairperson must ensure equal opportunity to all parties.
- 2.3.12 The Chairperson must ensure that the sense of the meeting is not lost.

2.4 The Executive Committee Decision Making Process

- 2.4.1 The Executive Committee will maintain a secure and private discussion area (the "Committee Forum") for the discussion of BFA related issues and any Executive Committee decision making.
 - a. The Committee Forum is to remain hidden from the wider membership, and Executive Committee members should treat the contents as confidential.
 - b. In the event that the Committee Forum is unavailable, or where an urgent decision is required, it is acceptable for decisions to be made via alternative means of discussion.
- 2.4.2 For issues being put forward for Executive Committee decision, where there has been prior discussion or otherwise, a member of the Executive Committee should make a formal proposal to the Committee Forum.
 - a. An ordinary BFA member wishing to put a proposal to the Executive Committee should put that request in writing to the Chairperson or any Executive Committee member. The Executive Committee member should in turn put that request to the rest of the Executive Committee on behalf of the member by posting to the Committee Forum.
 - b. Proposals can be taken as having been discussed with all Executive Committee members 14 days after the proposal has been posted as a new topic on the Committee Forum. For Executive Committee members to register their acceptance or rejection of the new proposal they must post a reply to the proposal clearly stating their position and reasons. If a member fails to post a reply within the 14 days then it is assumed they have abstained from voting.
 - c. Where general agreement cannot be reached, or where an urgent decision is required, the Executive Committee should vote on the proposal. The vote

requires a 2/3rds majority of members to pass, although, in the event of abstentions or the Executive Committee voters numbering fewer than nine for whatever reason, the proposal will pass provided the number of objectors is two or fewer and the number in support of the proposal is at least four.

- d. A declined vote will serve to maintain the status quo, and will not effect an opposite outcome to that of the original proposal. Executive Committee members can propose an amended proposal at any time after the outcome of the vote is known. An Executive Committee member can suggest amendments to the proposal as he/she sees fit and base their vote on the adoption of such amendments, although a counter-proposal amending or affecting any part of an outstanding proposal cannot be made until the outcome of the initial proposal is known.

- 2.4.3 The Chairperson is to maintain a file of proposals that have been passed by the Executive Committee.

2.5 BFA Working Groups

- 2.5.1 Working Groups shall be established as required by the Executive Committee to assist in the formulation and implementation of BFA policy and objectives. Working Group members shall be appointed by the Executive Committee to undertake practical work or activity and contribute to discussions as appropriate.
- 2.5.2 The Executive Committee will develop and maintain a Policy Document covering the detailed working of the various Working Groups of the BFA (to include necessary groups to assist with the organisation of events, development of the Women's game, and maximisation of sponsorship opportunities).
- 2.5.3 Working Groups have no power to authorise expenditure of BFA funds except for amounts which fall within any budget that has been pre-allocated and pre-authorised by the Executive Committee.
- 2.5.4 Working Groups are expected to make recommendations and formal proposals to the Executive Committee for ratification. Should the Executive Committee reject a Working Group proposal, reasons must be given for the rejection.

3. Accounts

3.1 The Treasurer

- 3.1.1 The Accounts of the BFA will be the responsibility of the Treasurer.
- 3.1.2 It is the responsibility of the Treasurer to ensure all financial transactions are properly recorded and claims appropriately checked.

3.2 Accounting

- 3.2.1 The BFA bank account(s) will be maintained with minimum cost. The Authorised Signatories for the account(s) will be the Chairperson, the Treasurer and two other nominated Executive Committee members. Payments must be signed by two of the Authorised Signatories, including at least one of the Chairperson or Treasurer.
- 3.2.2 The Executive Committee must maintain a Policy Document for detailed account keeping and treasury requirements.
- 3.2.3 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 financial transactions since the last AGM and status of all bank accounts are available to Executive Committee members at all times.
- 3.3.2 At each General Meeting a report must be given by the Treasurer (or a nominated representative) on the state of the accounts and the major activities since the last report.
- 3.3.3 The Treasurer is required to produce 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. BFA Membership and Members

4.1 Membership Categories

- 4.1.1 There shall be five categories of Members:
- a. Basic Membership: category for persons who were previously on the Full or Provisional Membership lists but whose subscription to such list has since lapsed.
 - b. Provisional Membership: category for persons who have been entered onto the Membership list as current (e.g. via website subscription or tournament subscription) but who have not subscribed to Full Membership
 - c. Full Membership: category for persons who have subscribed to Full Membership
 - d. Club Membership: category from groups of players in a venue, team or local football society or association (e.g. university)
 - e. Corporate Membership: category for companies or other such organisations that are ineligible to subscribe to the Full or Club Membership list.

The Executive Committee will develop and maintain a Policy Document detailing requirements and fees for each of the categories of Member.

4.2 Maximum Membership Fees

- 4.2.1 Maximum Membership Fees for each of the four categories of Member will be discussed and set at every AGM. A two thirds majority of eligible votes is required to change the fee levels from that of the prior year.

4.3 Benefits

- 4.3.1 All Members are entitled to attend all General Meetings of the BFA.
- 4.3.2 Members who are neither UK citizens nor domiciled in the UK are ineligible to vote at a General Meeting unless attending in person.
- 4.3.3 Members on the Full Membership list automatically have the rights to:
- a. vote at any General Meeting (or register a vote by proxy if unable to attend); and
 - b. compete in BFA sanctioned events (subject to eligibility).
- 4.3.4 The BFA will endeavour to negotiate further benefits for members, although these cannot be guaranteed.

5. General Meetings

5.1 Annual General Meeting (“AGM”)

- 5.1.1 Between January and April each year there will be an AGM that is open to all members of the BFA.
- 5.1.2 The Executive Committee will be elected at every AGM in accordance with section 2.2.
- 5.1.3 The following general business will also be conducted during the AGM :
 - a. Setting of Maximum payment limits.
 - b. Setting of maximum Membership Fees
 - c. Setting of the quorum for subsequent General Meetings.
 - d. Other items per the Policy Document to be developed and maintained by the Executive Committee.

5.2 Extraordinary General Meeting (“EGM”)

- 5.2.1 An EGM can be called at any point during the year in the same way that an AGM is called, where decision requiring full member consultation is required.
- 5.2.2 An EGM can be requested by any member of the BFA at any time.
 - a. A member wishing to request an EGM should contact any member of the Executive Committee, clearly stating their reasons.
 - b. The Executive Committee member contacted will then put the request to the rest of the Executive Committee on behalf of the member requesting the EGM. It is then the duty of the Executive Committee to decide if the calling of a meeting is warranted.

5.3 Regulations governing General Meetings

- 5.3.1 It is the responsibility of the Chairperson to Chair each meeting.
- 5.3.2 If the Chairperson is unavailable, is the subject of matters to be discussed at the General Meeting, or otherwise chooses not to take the Chair, then a Chair will be elected from the remaining Executive Committee members by the Executive Committee members present at the meeting, to preside over that meeting only.
- 5.3.3 The Chair has the authority to adjourn the meeting if it has not been properly convened and constituted in accordance with sections 5.5 and 5.6.), or with the consent of the meeting.
- 5.3.4 The Chair may temporarily vacate the Chair to another Executive Committee member in order to stand for election of an Executive Committee position or adhere to any other part of the Constitution.
- 5.3.5 Any member can point out any departures from the rules regarding the convening or constitution of meetings to the Chair. The Chair must then act accordingly.
- 5.3.6 The Chair has the casting vote where a tie has occurred. The Chair has no casting vote on elections to posts.
- 5.3.7 All members present at the meeting 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 from the General Meeting at the direction of the Chair, if the meeting agrees.
- 5.3.10 Matters of significant member wide interest must be publicised in advance of the General Meeting. Other matters can be raised under "Any Other Business".

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 prominently displayed and clear announcement on the main BFA website or letter posted to Members or via other means where it has been agreed.
- 5.4.3 Notice is taken as received immediately on issue.
- 5.4.4 The notice must state clearly the place, date and time of the meeting.
- 5.4.5 The notice must state the general business that is to be discussed and highlight any special business. Members must be given opportunity to raise further items for discussion.
- 5.4.6 Notice must be issued by the Chairperson or Secretary with the approval of the Executive Committee.

5.5 Constitution of General Meetings

- 5.5.1 General Meetings must be quorate at all times.
- 5.5.2 All questions and comments relevant to the agenda item under discussion must be heard.
- 5.5.3 The Chair must ensure that the sense of the meeting is kept.
- 5.5.4 The order of business must be observed at all times unless the meeting agree that the order can be changed.
- 5.5.5 The minutes of the meeting shall be taken by the one of the Executive Committee members, and subsequently agreed by the Executive Committee. The meeting Chair cannot take the minutes.

5.6 Debate and Decisions

- 5.6.1 It is the responsibility of the Chair to ensure that all debates are conducted in an efficient and orderly manner.
- 5.6.2 The Chair must ensure that equal opportunity is given to all members during debates.
- 5.6.3 Motions should be put to the Executive Committee for distribution to members prior to a meeting, although a motion can be introduced at the meeting if agreed by the meeting. There is no requirement for a motion to be seconded.
- 5.6.4 A proposed motion can only be withdrawn by the proposer at the meeting with agreement of the meeting.
- 5.6.5 The order of speaking will be decided by the Chair.

- 5.6.6 Following a debate, if required, a show of hands will decide if the motion is to be passed.
- 5.6.7 For motions affecting the constitution, the terms of membership, or other specifically and previously identified motions, a two-thirds majority is required for the motion to pass. Normal motions require a simple majority vote to pass.

6. General

6.1 Member Conduct

- 6.1.1 All Members are required to behave in a manner appropriate to representing a professional sports body, and failure to do so may result in expulsion from the BFA.
- 6.1.2 The Executive Committee will develop and maintain a Policy Document governing member conduct, disciplinary and anti-doping procedures, including a formal "Code of Conduct" for use at all BFA sanctioned events.

6.2 Grievances

- 6.2.1 If any BFA member or other body has a grievance with any other BFA member, then they should inform a member of the Executive Committee in writing with full details of the grievance.
- 6.2.2 The Executive Committee member to whom the grievance was introduced shall put the grievance, on behalf of the complainant, to the rest of the Executive Committee. It is then the responsibility of the Executive Committee to try to negotiate a solution and/or decide the appropriate action that to be taken.
- a. The member against whom the complaint was raised shall be given the opportunity to mount a defence.
 - b. If the complaint was against an Executive Committee member then that Executive Committee member should be excluded from the discussion regarding what action should be taken.
- 6.2.3 If agreement, in accordance with section 2.4, can not be reached by the Executive Committee, then the Executive Committee should vote whether to call an EGM in which to discuss the grievance. In the event that an EGM is not called, the grievance shall be automatically marked for discussion at the next AGM.
- a. The complainant and defendant will be explicitly invited to the General Meeting and put their case. An external party is allowed to nominate a BFA member to represent them.
 - b. The party against whom the grievance was called shall not be allowed to Chair the General Meeting.
 - c. A secret ballot will then be held to decide on whether to uphold or reject the grievance. A simple majority is required.
- 6.2.4 If the grievance is upheld at a General Meeting the Chair will:
- a. order the offender to make a formal apology and where applicable 'Make Good' on any damage caused; and
 - b. implement a secret ballot of those Members present at the General Meeting, requiring simple majority to pass, to remove the offender from any formal post held within the BFA and/or expel the offender from the association and/or take any further actions, all as deemed appropriate by the Executive Committee acting reasonably.

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.

7. Constitutional Amendments

7.1 Adopting Amendments

7.1.1 Constitutional amendments can be adopted

- a. at a General Meeting, by 2/3 voting majority, if notice of the proposed amendments are circulated to all BFA members at least 21 days prior to the meeting. Votes can be registered by:
 - i. any BFA member by formally notifying a member of the Executive Committee in writing in advance of the Meeting; or
 - ii. any BFA member in person at the AGM or EGM.

If a 2/3 voting majority is achieved the proposal will be adopted immediately.

- b. by the unanimous consent of the Executive Committee, a minimum of 28 days following disclosure of the proposed amendment to the BritFoos forum and the BFA website, provided no more than two objections are received within that period. Objections may be recorded by any Member on the Full Membership list by formally notifying a member of the Executive Committee in writing. If two or more objections are received, the Executive Committee will either withdraw the proposal or put it to a vote at the next General Meeting.

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
- Issue 4 – April 2004
- Issue 4.1 – August 2006: AGM notice amendment
- Issue 5.0 – January 2007: rewritten to incorporate ITSF and operational enhancements
- Issue 5.1 – April 2007: requirement to ratify appointed posts to executive, club membership)