

The Republic of Ireland Billiards & Snooker Association



Snooker HQ Unit 8 Barrowvalley Retail Park
Graiguecullen Co Carlow R93 T2W2
Text 085 2428701



SPÓRT ÉIREANN
SPORT IRELAND

E-Mail: info@ribsa.ie : Web Site: www.ribsa.ie

THE REPUBLIC OF IRELAND

BILLIARDS & SNOOKER ASSOCIATION



CONSTITUTION

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CONSTITUTION OF THE REPUBLIC OF IRELAND BILLIARDS AND SNOOKER ASSOCIATION

1. NAME

The name of this Association shall be the Republic of Ireland Billiards and Snooker Association, hereinafter referred to as “The Association”.

2. OFFICE

The Office of the Association shall be located at Snooker **HQ**, Unit 8 Barrowvalley Retail Park, Graiguecullen, Co. Carlow or such other location as the Council may decide, from time to time.

3. OBJECTS

- a) “The Association” shall be the accredited representative body in the Republic of Ireland for all involved in the games of Billiards and Snooker and shall promote interest in these games under the Rules of the World Governing Body. The International Billiards and Snooker Federation, with whom “The Association” shall be registered as the sole National Affiliated Body. “The Association” shall deal with all matters affecting such games and take such action as may be expedient. “The Association” shall foster friendly competition and eliminate unfair practices including the use of drugs, which affect performance.
- b) The Association adopts the Olympic Movement Anti-Doping Code in force at any given time and it shall apply to all Members and the Association shall incorporate in its rules and regulations a Doping Control Policy. The Association shall be fully compliant with the Irish Sports Council’s “Anti-Doping policy” programme.
- c) *The anti-doping rules of the Republic of Ireland Billiards and Snooker Association (RIBSA) are the Irish Anti-Doping Rules as amended from time to time.”*

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4. POLICY AND MANAGEMENT

- a) General Meetings shall determine the policy of “The Association”.
- b) The Management of “The Association” shall be vested in a Control Council, which shall conduct the business of “The Association”.
- c) The Control Council shall consist of a maximum of ten (10) persons; President, Chairman, Vice-Chairman, Hon. Secretary, Hon. Treasurer and five (5) ordinary members; who shall be elected with the above mentioned Officers. The immediate past President shall be deemed ex officio to be a member of the Control Council for the year succeeding his year in office.
- d) The Committees of the following Associations; Connacht, Munster, Leinster, Dublin Leagues, Ladies and Referees, provided that each Association is properly constituted and affiliated, shall each nominate one individual to represent them at Council Meeting when requested by either party.
- e) Affiliated Associations named above shall give fourteen days’ notice of their Associations Annual General Meeting to the Control Council. The Control Council will then nominate up to two (2) Observers to attend on behalf of the Republic of Ireland Billiards and Snooker Association and shall be entitled to receive copies of the Financial Statements.

Where these guidelines are not adhered to the Council may accept representation from properly constituted County Associations.

- f) The Control Council shall assume office immediately on termination of the Annual General Meeting.
- g) The Chairman shall convene a Committee Meeting and shall preside at the meeting.
- h) The Control Council shall meet four times a year or more often if considered necessary or if requested by a majority of Council Members.
- i) An Executive Committee of five (5) persons shall conduct the day to day running of the Association between Control Council Meetings.

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- j) A majority shall form a quorum, of whom at least two (2) must be Officers. If for any meeting of the Control Council or Executive there is not a quorum, the members in attendance shall be empowered to contract necessary business provided two (2) Officers are present. Skype is deemed to be valid attendance at meetings.
- k) Any Council Member, who has not attended three successive meetings without a valid explanation, may be removed by a majority vote of those in attendance at a Council Meeting provided that the removal has been listed as an Agenda item and that a quorum is present at the vote. The Member may appeal in writing within fourteen (14) days. The appeal will be considered at the next Council Meeting.
- l) The Control Council shall have full powers of co-option and such co-options shall hold office until the next Annual General Meeting.
- m) The Control Council may form any number of Sub-Committees it sees fit, the Chairman of which shall be a Control Council Member and each Sub-Committee shall report to the Control Council.
- n) The Sub-Committee's Chairman shall call meetings as often as required and shall ensure that correct Minutes are kept at the Meeting.
- o) Members of Control Council or Sub-Committees are required to declare if he/she has a personal interest in any issue.
- p) The Control Council, in establishing a Sub-Committee, may limit its terms of reference and duration.

5. ANNUAL GENERAL MEETING

- a) Those entitled to attend and vote shall be any affiliated member.
- b) The Annual General Meeting shall be held in May / June for the purpose of receiving the Secretary's Annual Report, Statement of Accounts, Election of Control Council and determining the policies of "The Association". At least twenty-eight (28) days' notice of the date of the Annual General Meeting shall be given to all persons as listed at 5 a). Website posts, Email and texts are deemed valid means of notification.
- c) Motions to appear on Agenda must be forwarded in writing so as to reach the Honorary Secretary not less than fourteen days before the date of the Annual General Meeting.

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- d) All motions submitted shall be listed on the Agenda. A motion is valid if so listed and the person or Association proposing it is present.
- e) The President shall chair the Annual General Meeting or in his absence, the most senior Officer present i.e. Chairman, Vice-Chairman. The order of business for the Annual General Meeting shall be conducted as follows:
 - 1. Chairman's Report
 - 2. Hon. Secretary's Report
 - 3. Hon. Treasurer's Report
 - 4. Motions
 - 5. Elections.
- f) A copy of the Agenda, Secretary's Report and Statement of Accounts shall be issued to each Delegate on the day/night of the Annual General Meeting. Any Delegate wishing to have the Reports in advance may do so by forwarding a stamped addressed envelope to the Honorary Secretary. Such reports to be available not later than seven (7) days before the Annual General Meeting.
- g) Twenty (20) Delegates shall form a quorum of whom at least three (3) must be Officers. If, within, two hours after the appointed time, a quorum is not available, the meeting shall stand adjourned until the same hour on a suitable date within the following 28 days. All members will be notified of the change of date. All reports and motions will remain valid.
- h) Election of Officers. Election of Officers shall be by secret ballot. In the event of three (3) or more candidates for one position, a candidate receiving more than 50% of the vote of those present and voting shall be declared elected. If no candidate achieves this majority, the candidate receiving the least number of votes shall be eliminated and a further ballot or ballots taken under the same conditions until two candidates remain or one of them receive more than 50% of the vote.

Election of Ordinary Members. Election of Ordinary Members shall be by secret ballot. Those candidates receiving the highest number of votes shall be deemed elected.
- i) An individual Delegate may be proposed for the Control Council even if he/she is not present. However, a letter presented to the Meeting from the candidate indicating his/her willingness to accept, is required.

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- j) Nominations for an officer position on the RIBSA committee must be received in writing by the Secretary 14 days before the AGM.
 - i. The nomination must be submitted by a member of RIBSA.
 - ii. The person being nominated must be a member of RIBSA.
 - iii. A seconding of the nomination must also be received from another RIBSA member in writing 14 days in advance of the AGM.
 - iv. The member being nominated must indicate in writing 14 days in advance of the AGM their willingness to stand for election.
 - v. The election of President and Treasurer will be held 2 years commencing 2017 with the election of Chairman, Vice-chairman and secretary also held every 2 years commencing 2018.
 - k) Proxy votes are deemed unacceptable.
 - l) "Membership of RIBSA is closed 2 weeks (14 days) prior to AGM.
- 6. EXTRAORDINARY GENERAL MEETING**
- a) Those entitled to attend and vote shall be those listed in 5 a).
 - b) The Control Council shall summon an Extraordinary General Meeting on a motion signed by a majority of the Control Council or by the Committees of three of the Affiliated Associations. The Honorary Secretary shall hold an Extraordinary General Meeting within thirty days of the receipt of such motion.
 - c) The purpose of the Extraordinary General Meeting shall be clearly set forth in writing to the Honorary Secretary, by Registered Post, if such Meeting has been requested other than by the Control Council. Upon receipt of such requisition, the Control Council shall determine the venue and date for the holding of the Extraordinary General Meeting.
 - d) Associations and individuals as listed in 5 a) shall receive a minimum of fourteen days' notice of the Meeting.
 - e) Twenty (20) Delegates shall form a quorum of whom at least three (3) must be Officers. If, within two hours after the appointed time, a quorum is not available, the motion is declared defeated.
 - f) No business shall be transacted at the Extraordinary General Meeting except that for which the Meeting was called.

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7. OFFICERS DUTIES

- a) The Chairman of any Meeting shall also have a casting vote.
- b) The Chairman may call for a “show of hands” as a vote. However, if challenged, a ballot must be held.
- c) The Honorary Treasurer shall assist the Auditors in their work. The Auditor(s) will cause a Note to be added to the Accounts if any single item or items in the Expenditure or Income exceeds 5% of the Gross Expenditure or Incomes of that year. The accounts will also contain a full and complete list of the Assets of “The Association” properly depreciated.
- d) The Control Council will nominate, at its Opening Meeting, one of its Members to be Registrar who will be responsible for maintaining an up-to-date Roll of Members, which is to be produced at every General Meeting, if called for.
- e) The Honorary Secretary shall be responsible for ensuring that all relevant Members receive notice of any Meeting and that correct Minutes of the various Meetings of “The Association” are kept in books and/or electronic format provided for that purpose and are available, if required, at every Annual General Meeting.

8. MEMBERSHIP

- a) Membership shall be open to all persons playing or otherwise, subject to Control Council approval.

The system of membership shall be:

1. Individual to RIBSA
 2. Club to RIBSA
 3. Individual Association to RIBSA
- b) The Annual Fee, payable yearly in advance, must be paid to RIBSA and payment shall determine membership. Members of Referee’s Association automatically become members of RIBSA (Non-playing). Non fee paying members do not have voting rights at AGM’s.
 - c) All Affiliated Associations shall hold their Annual General Meeting at least two weeks prior to the RIBSA Annual General Meeting, which shall be held in May / June.

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- d) Only Affiliated Associations, Affiliated Clubs and Registered Members may participate in RIBSA events.
- e) Members of the World Professional Billiards and Snooker Association or WSA main tour are excluded from all Republic of Ireland Billiards and Snooker Association Tournaments. WSA main tour players who resign in mid-season are not eligible to play in RIBSA events until the commencement of the following season.

9. INDEMNITY

The Members of the Control Council, for the time being, shall be at all times indemnified by the individual Members of the “The Association” against all debts, liability, loss, damage and expenses whatsoever, in relation to any matter or things entered into or done or suffered by such Members of the Control Council in the Management of the affairs of “The Association” other than their liability as individual Members. Subject to all actions been passed at a meeting where expenditure in excess of 1000 euro are so minuted and subject to all actions falling under the limitation incurred by this constitution

10. FINANCE

- a) All monies received as subscriptions, or otherwise, on behalf of “The Association” shall be lodged to a Bank Account opened in the name of the “The Association” and approved by the Control Council.
- b) All accounts to be approved at a Control Council Meeting and all disbursements on account of “The Association” shall be made by credit card or cheque signed by two of the following: Chairman, Hon. Secretary or the Hon. Treasurer, for the time being, whose names shall be stated in resolution of the control under this rule and conveyed with specimens of their signatures to the Bank.
- c) Independent professional Auditors, to be approved by the Control Council, shall audit the Accounts yearly prior to the Annual General Meeting. The Financial Year shall end 31st December.
- d) The Control Council will review annually all fees.
- e) The Chairman and Hon. Secretary shall be deemed to be Trustees of the property of the Association and such Trustees shall be entitled to such indemnities as set out above.

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11. CONDUCT OF MEMBERS

- a) All Members shall observe the Rules of “The Association” and are required to order their conduct so as to uphold the dignity, standing and reputation of “The Association”.
- b) The Control Council may make and rescind Rules to be observed by the Members. Rules shall be available to all Members.
- c) Discipline. The Control Council shall have the power to expel or suspend from the activities of “The Association”, any Members of “The Association”, whose actions are, in the opinion of the Control Council, prejudicial to the interest of “The Association”. This will include social media posts.
- d) Any person, against whom a complaint is made, in writing, shall be investigated in accordance with the Disciplinary Rules of the Association, and such person shall have the right to receive details of the complaint, the right to be heard and the right to be represented by a person of their choice. In the first instance, a Sub-Committee appointed by the Association will carry out such investigation.
- e) If a member is dissatisfied with the decision of the Council, he shall have the right of appeal, which must be sent in writing to the Council within a period of fourteen (14) days from date of receipt of the decision, which will be sent by Registered Post. The Council will refer the appeal to its appeals committee who shall convene a hearing and shall allow the member to attend, if he/she so requests. Members of the investigating Committee shall not take part in the Appeal Hearing. The decision of the Appeals Committee shall be final and binding.
- f) *“The disciplinary committee will normally consider a complaint made against a member before it exercises the right to impose a suspension on the member concerned. However, where a complaint is deemed to be of a serious or potentially serious nature, the power to impose a suspension forthwith may be exercised by the chairman of RIBSA.”*

12. PURCHASE OF EQUIPMENT

The Honorary Treasurer shall discuss the purchase of equipment or service with prospective suppliers and furnish details of the items required. The Honorary Treasurer shall invite the supplier(s) to forward a sealed written Tender to the Control Council. The Chairman at a Control Council Meeting shall only open the Tender(s). The Meeting will then consider the Tender(s) but shall not be bound to accept the lowest or any Tender and may agree to accept any Tender,

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either in full or part. No Tender will be required for purchases below the level decided by the Control Council.

13. A two thirds majority of votes at an AGM is required to effect any proposed amendments to the constitution.

14. *Dispute Resolution*

- a) Subject to all internal avenues of appeal having been exhausted, this regulation shall apply to any dispute or difference arising out of, in connection with or under this Constitution or any rules, bye-laws, codes, policies or equivalent of “The Association”. This shall include without limitation any dispute arising out of, under or in connection with the legality of any decision made or procedure used by “The Association” or any part of it.
- b) Each such dispute or difference shall be referred to Just Sport Ireland (JSI) for final and binding arbitration by a single arbitrator in accordance with the JSI Arbitration Rules and in accordance with the Arbitration Act 2010 as amended.
- c) This regulation shall also apply to every participant and member of every Unit (as defined below). Each such participant or member is bound to refer any dispute or difference which remains unresolved after all internal avenues of appeal have been exhausted to JSI arbitration in accordance with sub-regulation b) above.
- d) The provisions of this regulation shall apply notwithstanding any other provision to the contrary contained within this Constitution and/or any other rules, bye-laws, codes, policies or equivalent of “The Association” and/or any Unit from time to time. This regulation applies notwithstanding the level within “The Association” that any such dispute or difference occurs in the first instance.
- e) The effect of this regulation is to prohibit any party to such dispute or difference from commencing legal proceedings before the Courts.”
- f) For the purpose of this regulation, “Unit” means any team, association, club or committee or sub-committee or other grouping, association or entity of any type which is in turn a member, part of, affiliated to or governed by “The Association”

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Adopted at Extraordinary General Meeting on
24th day of January 1992.

Amended June 1996, Amended June 1998, Amended June 1999, Amended June 2000
Amended June 2001, Amended June 2002. Amended June 2004, Amended June 2007
Amended June 2010, Amended June 2014, Amended June 2015, Amended June 2017