

Constitution of the Cardiff and District Conservative Snooker League

Registered Teams, Registered Team Members (Players) within those teams **and** the **general rules** set within this **constitution** shall be called: -

“THE CARDIFF AND DISTRICT CONSERVATIVE SNOOKER LEAGUE” (abbreviated to "CDCSL".)

The Aims and Objectives of the **CDCSL** shall be: -

- To promote and encourage the game of snooker amongst Conservative Clubs, Constitutional Clubs and Social Clubs within the Cardiff and District geographical area.
- To organise, fund and administrate a league and tournament competitions between **Registered Teams** and **Registered Players**.

Governance

Management Committee.

The business of the league shall be conducted by a **Management Committee** (Hereafter the "**Committee**").

Structure of the Management Committee.

The **Management Committee** shall be composed of the following **Committee Officials**;

- **Chairperson**
- **Secretary**
- **Competition Secretary**
- **Treasurer**
- **Communications officer**

Whenever there is a lack of candidates to fulfil all of the **Management Committee** roles or whenever vacancies arise unexpectedly, the **Management Committee** shall be permitted to

allocate the remaining **Committee Officials** with one additional vacant role per **Committee Official**, except the **Chairperson** who shall only permitted to fulfil that one role.

Election of Committee Officials.

Committee Officials shall automatically be retired annually at an **AGM**.

Committee Officials shall be eligible for re-election during the same **AGM**.

To be elected to the **Committee**, a candidate must first be nominated by one **Nominated Team Delegate**, and seconded by another **Nominated Team Delegate**.

All nominated candidates for a given position on the **Committee** will then be voted for by **Nominated Team Delegates**.

Committee Officials are **NOT** eligible to vote on this matter.

The candidate who polls the **highest** number of votes will be duly elected for the given role.

In the case of a tie, the tied candidates will be put into a second round of voting and another vote will be taken.

In the case of another tie, the **Serving Chairperson** of the **AGM** will have the casting vote.

Duties of the Committee.

The **Committee** shall be responsible for the efficient management and day to day business of the **CDCSL**, enforcement of its **General Rules** and **Constitution** and for imposing any sanctions against **Registered Teams** or **Registered Players** of the **CDCSL** deemed to be in breach of any of its **Constitution** or **General Rules**.

The **Committee** may deal with any matter not provided for in the **Constitution** or **General Rules**.

Membership of the CDCSL.

All **Registered Team Members(Players)** of the **CDCSL** are representatives of the **CDCSL**.

All **Registered Team Members(Players)** must ordinarily be **over 16** years of age and must be subscribing members of a Conservative Club, Constitutional Club or Social Club situated in the Cardiff and District geographical area. Proof of both may be requested at any time by any **Committee Official** and the requested must present such proof within 72 hours for inspection by the **Secretary** of the **CDCSL**.

All **Registered Team Members(Players)** must agree to provide their full name, date of birth, contact telephone number(s) and email address(es) for use by the **Committee** in fulfilling its aims and objectives as set out in the **Constitution** of the **CDCSL**.

In becoming **Registered Team Members(Players)** of the **CDCSL**, all **individuals** agree to abide by the **Code of Conduct** of the **CDCSL**.

The Committee of the **CDCSL** shall decide on any particular individual's suitability for becoming **Registered Team Members(Players)** of the **CDCSL**.

CODE OF CONDUCT

Registered Team Members(Players) of the **CDCSL** must at all times -:

- Adhere to the most recent rules of the game of Snooker as published periodically by the WPBSA.
- Adhere to the **Constitution** and **General Rules** set by the **CDCSL**.
- Display and promote high standards of behaviour.
- Promote **fair play**.
- Display the utmost honesty and integrity, especially when fulfilling the role of referee.
- Respect the referee's decisions.
- Refrain from engaging in public criticism of the referee.
- Refrain from engaging in racist, offensive, insulting or abusive language or behaviour.
- Refrain from engaging in bullying, intimidation or harassment of others.
- Display respect for the opposing team and individuals within that team.

Any breach of the **CDCSL** Code of Conduct reported to the **Committee** shall be dealt with at the next available **Monthly Committee Meeting**.

Disciplinary Sanctions

When considering sanctions against any **Registered Team** the following sanctions shall be available to the **Committee**.

- Informal Resolution.
- Written Warning.
- Final Written Warning.
- Deduction of league points.
- Disqualification from participation in any **CDCSL** team or league competition.
- Suspension from participation in the **CDCSL** for a period of time or a period of league games to be determined by the **Committee**.
- Suspension from participation in the **CDCSL** for the remainder of the season.

The above list of sanctions is not an exhaustive list and the **Committee** are responsible for deciding the most appropriate sanction.

When considering sanctions against any **Registered Team Members(Players)** the following sanctions shall be available to the **Committee**.

- Informal Resolution.
- Written Warning.
- Final Written Warning.
- Disqualification from participation in any **CDCSL** team or league competition.
- Suspension from participation in the **CDCSL** for a period of time or a period of league games to be determined by the **Committee**.
- Suspension from participation in the **CDCSL** for the remainder of the season.

Any **Registered Team** or **Registered Team Members(Players)** suspended from participation in the **CDCSL** shall only be allowed to participate in the **CDCSL** the following season provided a majority vote has resolved the matter at an **AGM** or **SGM**.

Annual General Meeting (AGM)

An **AGM** will be held during the period May-July of each calendar year. **CDCSL General Rule** proposals, changes and alterations and **CDCSL Constitution** proposals, changes and alterations can only take place at an **AGM** or **SGM**.

The **AGM** will be open to all **Registered Team Members(players)** and **Nominated Team Delegates** and to new teams and players seeking membership to the **CDCSL**.

Each **Committee Official**, but not the **Chairperson**, and each **Nominated Team Delegate** shall be entitled make a **Proposal** and second any **Proposal** and shall be entitled to one vote on any matter raised requiring resolution at an **AGM**.

Where a vote is tied the **Chairperson** shall have the **casting vote**.

A majority vote will resolve any issue.

At any AGM Nine members will form a quorum, which MUST include at least Three Committee Officials.

Ordinarily the **Nominated Team Delegate** shall be the **Captain** or in their absence the **Vice-Captain** of any **Registered Team**.

Team Captains can nominate another individual to act on their behalf at an **AGM** provided that individual is a **Registered Team Member** of the **CDCSL** and is from the same **Registered Team** as the nominating person.

The nomination **MUST** have been communicated to the **Secretary** of the **CDCSL** at least 24 hours prior to the **AGM** by the **Team Captain**.

A **Committee Official** shall not be permitted to cast an additional vote as a **Nominated Team Delegate**. A separate delegate must be nominated by the **Registered Team** and communicated to the **Secretary** of the **CDCSL** at least 24 hours prior to the **AGM**.

The **Secretary** of the **CDCSL** shall be responsible for communicating to members the date time and venue of the **AGM** with no less than **two weeks'** notice in advance of the **AGM**.

The agenda of the **AGM** for the **CDCSL** will be as follows:

1. Minutes from Previous **AGM** to be read over and agreed.
2. Matters arising from minutes of previous **AGM** to be discussed.
3. **Chairperson's** report to the delegation.
4. **Secretary's** report to the delegation.
5. **Competition Secretary's** report to the delegation.
6. **Treasurer's** report to the delegation.
7. **Communication Officer's** report to the delegation.
8. Retirement of current **Committee Officials**.
9. Election of officers (to be conducted by the serving committee)
10. Discuss the additional responsibility payments for the previous season, membership fees and tournament fees for the current season.
11. Discuss sponsorship, tournament prize money.
12. Proposals and amendments to the Constitution.
13. Proposals and amendments to the League Rules.
14. Set date for registration meeting.
15. Set date for commencement of League.
16. Any other business.

Proposals and amendments to the **Constitution** or **General Rules** must be submitted in writing at least **14 days** in advance of the meeting to the **Secretary** of the **CDCSL**. These proposals must be seconded at the **AGM** by another delegate to be discussed and voted upon.

(The definition of "in writing" or a "written request" within this Constitution shall include requests communicated via text message via mobile phone or by email and these must be sent to the Secretary of the CDCSL. Messages via any other form of social media will not be accepted.)

Special General Meeting (SGM)

An **SGM** will be called at the written request of at least **SIX Delegates**, **TWO** of which **MUST** be Elected **Committee Officials**.

The purpose(s) for requesting an **SGM** must be included in the written requests. Only the matter(s) raised by all **SIX Delegates** may be discussed during the **SGM**.

The **SGM** will be open to all **Nominated Team Delegates** and all **Committee Officials**. The **Secretary** of the **CDCSL** shall be responsible for communicating to **Captains** of **Registered Teams** the date time and venue of the **SGM** with no less than **48 hours'** notice in advance of the **SGM**.

Each **Committee Official**, but not the **Chairperson**, and each **Nominated Team Delegate** shall be entitled make a **Proposal** and second any **Proposal** and shall be entitled to one vote on any matter raised requiring resolution at an **SGM**.

Where a vote is tied the **Chairperson** shall have the **casting vote**.

A majority vote will resolve any issue.

At any SGM Five members will form a quorum which MUST include at least Three Committee Officials.

Ordinarily the **Nominated Team Delegate** shall be the **Team Captain** or in their absence the **Vice-Captain** of any **Registered Team**.

Team Captains can nominate another individual to act on their behalf at an **SGM** provided that individual is a **Registered Team Member(Player)** of the **CDCSL** and is from the same **Registered Team** as the nominating person.

The nomination **MUST** have been communicated to the **Secretary** of the **CDCSL** at least **24 hours** prior to the **SGM** by the **Team Captain**.

A **Committee Official** shall not be permitted to cast an additional vote as a **Nominated Team Delegate**. A separate delegate must be nominated by the **Registered Team** and notified to the **Secretary** of the **CDCSL** at least **24 hours** prior to the **SGM**.

The **Secretary** of the **CDCSL** shall be responsible for communicating to members the date time and venue of the **SGM** with no less than **48 hours'** notice in advance of the **SGM**.

Registration Meeting.

A **Registration Meeting** shall be held before the start of each new season, at which **proposers** shall submit a team of players for registration into the **CDCSL** as well as submitting individual entrants into the various tournament competitions organised by the **CDCSL**. The appropriate fees will also be paid at this meeting in full.

A team so registered will then be deemed to be a **Registered Team** of the **CDCSL**.

A player so registered will then be deemed to be a **Registered Team Member(Player)** of the **CDCSL**.

At the beginning of an AGM membership of the CDCSL ceases for all Registered Teams and Registered Team Members.

In applying for **Team Membership to the CDCSL** a **Responsible Representative** of that team must be declared to the **Secretary of the CDCSL**.

The Responsible Representative will ordinarily be the **Team Captain** or **Vice-Captain**.

In registering a team to participate in the **CDCSL** the **Responsible Representative** will –:

- Ensure that the **Registered Team** are at the league match venue at least 5 minutes prior to the commencement of the match.
- Ensure that a responsible and competent person is available for refereeing home matches.
- Ensure that accurate results are recorded of league matches and results are passed to the **Competition Secretary** by no later than midday on the Wednesday after Monday Matches

No team or individual owing monies to the league from a previous season shall be allowed to participate in any further CDCSL activities until such monies have been paid in full.

Monthly Committee Meetings

The **Committee** shall meet on the first **Wednesday** of every month during the league season unless otherwise agreed in advance by the **Committee Officials**.

The Secretary of the **CDCSL** shall be responsible for communicating the dates times and venue of **Monthly Committee Meetings** and **any** change of venue or date time of **Monthly Committee Meetings** to the relevant **Team Captains** or **Nominated Team Delegate** with more than 48 hours' notice.

The agenda for a **Monthly Committee Meeting** will be as follows:

1. Minutes / matters arising.
2. **Chairperson's** report.
3. **Secretary's** report / distribution of any relevant information.
4. **Competition Secretary's** report / distribution of competition information.
5. **Treasurer's** report.
6. **Communication Officer's** report.
7. Competition results / fixtures.
8. Any other business.
9. Date of next meeting.

The **Team Captain** or in his absence one **Nominated Team Delegate** from each **Registered Team** will be required to attend at **Monthly Committee Meetings**.

The **Committee** are granted the right to decide what action should be taken against any club that fails to provide a **Nominated Team Delegate** for **Monthly Committee Meetings** on **Three** occasions.

At all **Monthly meetings** three **Committee Officials** will form a **quorum**.

During **Monthly Committee Meetings**, **Team Captains** and **Nominated Team Delegates** may provide guidance and opinion to the **Committee** however they are not entitled to vote in the decisions that the elected **Committee** takes during any given monthly meeting.

The **Secretary** of the **CDCSL** shall record all decisions taken at all meetings and shall ensure that any changes to general rules or constitution are made accordingly.

The Chairperson is the figure head and spokesperson for the CDCSL who shall sit as the head and call to order AGMs, SGMs and Monthly Committee Meetings.

The Treasurer shall be responsible for collecting all registration fees and any sponsorship funds and shall keep an account of all monies received and spent and shall present a balance sheet at the AGM. **This is not an exhaustive list and additional duties may be determined by the Committee.**

The Secretary shall be responsible for all communication made through the CDCSL, all league administration duties including accurate recording of all meetings and decisions made in those meetings and updating of any parts of this **Constitution** or of the **General Rules** as a result. **This is not an exhaustive list and additional duties may be determined by the Committee.**

The Competition Secretary shall be responsible for the administration of all Competitions. **This is not an exhaustive list and additional duties may be determined by the Committee.**

The Communications Officer shall be responsible for promoting the CDCSL in the media and social media, updating the website with results and any other required information. **This is not an exhaustive list and additional duties may be determined by the Committee.**

Cheques shall be signed by any two of the following -: **Chairperson, Secretary, Treasurer, Competition Secretary, Communications Secretary.**