



# THE KENT COUNTY POOL ASSOCIATION



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## KCPA CONSTITUTION

### 1. General

- 1.1. These rules have been adopted by a majority of the Annual General Meeting on 01/02/2025 which was advertised and conducted in accordance with the previously adopted rules. By continuing your membership with the Kent County Pool Association past this date, you are deemed to have accepted these rules in their entirety.
- 1.2. At the time of adoption, the Kent County Pool Association is an unincorporated association which derives its legal identity from that of its constituted members who provide authority to the Committee who, in turn, may delegate and said function to the league committees 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 Kent County Pool Association ("KCPA").

### 3. Purpose and Objectives of the Association

- 3.1. The KCPA is formed for the purpose of promoting the game of pool amongst all playing members within Kent, to organise competitions and to negotiate sponsorship for the game.
- 3.2. The KCPA will be organised to run in accordance with the EPA Constitution, and will be subject to, and comply with, any decisions of EPA general meetings and National Committee meetings.

## Officers of the KCPA

### 4. Structure of the KCPA

- 4.1. The KCPA shall elect a committee to manage and oversee all business appertaining to the KCPA in all regards and will consist of:
  - a. 4 Officers- The Chairman, Treasurer, Secretary, Vice Chairman. All positions with the exception of the Vice Chairman must be filled to allow the running of the Association
  - b. The committee shall comprise of the Officers and up to 10 other persons elected each year from the membership by the current committee.
  - c. Invited sub-committees



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- 4.2 The Officers will hold office for three years on a staggered basis AGM to AGM starting with the Treasurer and Vice-Chairman, then the Chairman, then the Secretary (“the Officers”). The Chairman will have no voting rights.
- 4.4. The Committee has the power to appoint Sub-Committees including a chairperson as necessary to fulfil specific aspects of its business. Sub-Committees will be selected when required or at any Committee meeting and the length of office will be agreed by the committee. Sub-Committee members can be replaced, or their period of office reduced at any time by the Committee.
- 4.5. The Committee may delegate any of their powers to any sub-committee and such other persons (if any) as the Committee may determine. Any delegation of powers under this clause may be made subject to such conditions as the Committee may impose and may be revoked or altered by the Committee at any time.
- 4.6. The Committee can co-opt advisers as necessary to fulfil its business. Co-opted advisers can attend meetings if required, they have no voting rights.
- 4.7. The 6 Officers will have general control and management/administration of the day-to-day affairs of the KCPA but will be answerable to the committee.
- 4.8. The Committee is the sole authority for the interpretation of this Constitution and any other rules made by it from time to time.
- 4.9. Any member taking on an Officer / committee / sub-committee role within the KCPA is required to abide by the KCPAs Constitution, rules and procedures, job descriptions and to always act professionally and in the best interests of the KCPA or they may face disciplinary action.
- 4.10. No Officer from another County’s Association/Organisation/Federation may hold a position on the KCPA Committee.

## Minimum Requirement

### 5. Election of Officers

- 5.1. Appointments of officers will be determined at an AGM unless, in accordance with this constitution, as an emergency arises.
- 5.2. Nominations and seconders to be received 14 days before the AGM and shall be sent to the County Secretary.
- 5.3 Any incumbent officer may stand for re-election without the requirement of having a proposer and seconder but must notify the KCPA Secretary in writing that they wish to re-stand at least 28 days before the AGM.
- 5.4 Any officer wishing to stand for election must attend the AGM unless exceptional circumstances apply, and a majority of the affiliated leagues agree to them not attending in person.



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## 6. Removal of an Officer at a Special Meeting

- 6.1. For the avoidance of doubt, all officials who are in a titled capacity on behalf of the KCPA are always answerable to the members.
- 6.2. Any elected official of the KCPA 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.

## 7. Resignation

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

## 8. Poor Attendance

- 8.1. 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 Committee putting the matter to a simple vote with the majority passing.

## 9. Emergency Appointment of Officials

- 9.1. It is acknowledged that, from time to time, officers may resign with little or no notice being given which may leave the KCPA 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.
- 9.2. In such a situation, power is given to the Committee to appoint, by the passing of a simple majority, any Committee member to the vacant officer on an interim basis. Upon such an interim appointment, the member may carry out all functions of that role.
- 9.3. Notice of the appointing of an interim officer must be given to the membership.
- 9.4. 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.



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## 10. Byelaws

- 10.1. The 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 KCPA. 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 KCPA and its membership. 17.2. For the avoidance of doubt, the Committee may, amend any such Byelaws.
- 10.3. Once passed by the Committee, the Byelaws shall be provided by the County Secretary to circulate to the Chairman of all affiliated leagues. Any member that continues to hold membership with the KCPA 7 days after the County Secretary providing said copy of the new Byelaws, shall be deemed to have unequivocally accepted the same.
- 10.4. Byelaws created must be consistent with the ethos of this constitution.

## 11. Amending of the Constitution

- 11.1. The 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 KCPA that have been passed on the KCPA's behalf whether or not said enactment was adopted prior to the coming into force of this constitution.
- 11.2. The procedure for amendment under this constitution is that any such proposal may be by the request of the Committee for a special meeting, a member's request at a special meeting or, again, at the member's request at the Annual General Meeting ("AGM").
- 11.3. Once the amendment has been passed, it shall be sent to all league secretaries and placed upon the website.
- 11.4. 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.
- 11.5. 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.

## 12. Membership Registration

- 12.1. A register of members' personal information shall be kept on an EPA database. The membership year shall be from 1 January to 31 December.



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- 12.2. A person is registered with KCPA for the season once they have completed the registration form, supplied a photo, paid any registration fee due and are accepted by the KCPA and their details placed on the EPA database.
- 12.3. Once a player has been registered, that player will not be allowed to transfer between counties during the season, unless exceptional circumstances apply. Any such request for a transfer may be made to the Committee who will give a ruling. If the player is transferred without application, they will be deemed unregistered to the county they are transferring to. This also applies if a county ceases to exist during a playing season, players must apply to the Committee to transfer.
- 12.4. Players playing Inter-County, Inter-League, or any event carrying the use of the 'Players ID/registration card' must register their names and addresses and supply a suitable passport or electronic photograph to their County Secretary within seven days of playing in the event.

## 13. Complaints

- 13.1. All complaints must be made within 14 days of the incident, in writing, to the secretary (or other officer) of the KCPA.
- 13.2. The secretary (or other officer) will assess the complaint to determine whether it requires further action. A final decision may be made by the Committee.

## 14. Suspension and expulsion of membership

- 14.1. The KCPA Committee shall have the absolute power to warn, suspend, expel, or otherwise sanction any member of the EPA within their county jurisdiction in accordance with this clause should they breach the rules of this constitution.
- 14.2. The KCPA Committee shall have the absolute and unfettered power to warn, suspend, expel, or otherwise sanction any member of the EPA within any of the jurisdictions governed by the EPA/KCPA should they breach the rules of this constitution. This is regardless of whether or not the member's local league have issued their own disciplinary process.
- 14.3. The following is a non-exhaustive list of serious and unacceptable behaviour that may warrant disciplinary action:
  - a. Breaching any bylaw.
  - b. Bringing the game into disrepute.
  - c. Bringing the KCPA into disrepute.



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- d. Failing a drugs test.
  - e. Refusing to take a drugs test upon being requested to by an officer of the KCPA.
  - f. Stealing.
  - g. Violence.
  - h. Committing fraud.
  - i. Breaching this constitution.
- 14.4. The 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.
- 14.5. For the avoidance of doubt, the above behaviour is not limited just to behaviour at KCPA events and behaviour that takes place at external events may be taken into consideration.

## 15. County Committee Meetings

- 15.1. The KCPA Committee, as noted above, has the absolute and unequivocal right and ability to manage all aspect of any business that is conducted on behalf of the KCPA or its members.
- 15.2. The KCPA will convene a minimum of six (6) Committee meetings a year, these meetings are to be set by the County Secretary. These are additional to the Annual General Meeting.
- 15.3. A quorum for KCPA County Committee meetings is five (5) committee members, including at least 2 officers.
- 15.4. The County Secretary will send out correspondence and an Agenda via email before the meeting takes place. Any other correspondence received after this has been distributed will form part of the next meeting unless the Committee deems it urgent.

## 16. Requirement for An Annual General Meeting (AGM)

- 16.1. Each year, in or around January, the 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 in the case of an emergency.
- 16.2. The order of business at the AGM, subject to any discretion contained within this constitution, shall involve:
  - a. Approving the minutes from the previous AGM and any Special Meeting that has been called since the previous AGM.
  - b. Chairman's report.
  - c. Secretaries report (to include membership numbers).



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- d. 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.
- e. Motions for debate.
- f. Election and/or Re-election of officers of the KCPA.

- 16.3. Only fully paid-up affiliated leagues are allowed to attend the AGM, plus the 4 Officers and committee members of the KCPA.
- 16.4. The Officers may not represent their leagues at the AGM.
- 16.5. Voting at the AGM is two (2) votes per affiliated league present. The Chairman will hold the casting vote if required.
- 16.6. Any proposal or election of officers will be passed with a simple majority of votes from those in attendance.
- 16.7. The County Secretary will send out notification of the AGM no less than thirty (30) days prior to the AGM set date.
- 16.8. All Proposals for the agenda of the AGM must be in the hands of the Secretary of the KCPA fourteen (14) days prior to the date set for the AGM.
- 16.9. Proposals can be amended at the AGM provided they have been seconded and the counties that proposed and seconded it agrees to the amendment.
- 16.10. The secretary of the KCPA to send out the paperwork no less than 7 days prior to the date set for the AGM.
- 16.11. Leagues that propose and second a motion must be present at the AGM to have the proposal read out. The Committee reserves its right to not read out such a proposal if the counties that proposed and seconded are not present at the AGM.
- 16.12. At an AGM any member of the KCPA may require an officer of the committee to give a full account of any action taken by that officer.

## 17. Website

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

## 18. Data Protection

- 18.1. The EPA/KCPA 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.
- 18.2. Members personal data/information is used solely by the EPA/KCPA 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).