

THE BRITISH MINIGOLF ASSOCIATION CONSTITUTION

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1. NAME

1.1 The Association will be known as The British Minigolf Association, hereafter also referred to as the BMGA or the Association.

1.2 The British Minigolf Association is the UK's governing body for the sport of minigolf, which includes both adventure golf and crazy golf.

1.3 The British Minigolf Association is a not for profit organisation.

1.4 The Association shall affiliate to the European Minigolf Federation (EMF) and the World Minigolf Federation (WMF), and may apply for affiliation to any other body whose activities shall be deemed to be beneficial to the Association and its members.

2. AIMS AND OBJECTIVES The aims and objectives of the Association are:

2.1 To bring together those who enjoy playing minigolf, adventure golf and crazy golf in a spirit of good sportsmanship.

2.2 To encourage the playing of minigolf as a competitive sport.

2.3 To organise national tournaments, including a British Open and British Championship, and also regional tournaments.

2.4 To promote and increase the profile of minigolf in the UK by welcoming new members.

2.5 To encourage the development of new, skill based, minigolf courses in the UK.

2.6 To represent the interests of its members at both national and international level, with regards to the authorities, other sports associations, the media and the general public.

2.7 To monitor and ensure the keeping of existing system specific rules in line with the World Minigolf Federation (WMF) regulations, and to continue to develop our expertise in Minigolf Open Standard (MOS) system rule guidance.

3. MEMBERSHIP

All members will be subject to the regulations of the constitution, and by joining the Association will be deemed to accept these regulations, and in addition the Competition Rules of the Association.

3.1 Category of Members

3.1.1 Individual Tour Pro membership

3.1.2 Junior membership

3.1.3 Non Playing membership

3.1.4 Affiliate membership (clubs and courses only)

3.2 Admission regulations for individual tour pro and junior members

3.2.1 Full individual membership is open to all British minigolf players aged at least 19 years old.

3.2.2 Junior membership is open to all British minigolf players up to 19(nineteen) years old, including the year in which they reached their 19th birthday.

3.2.3 Non British minigolf players may join the Association.

3.2.4 Membership will take effect on payment of the subscription.

3.2.5 Membership remains current until December 31st each year, after which the subscriptions must be renewed.

3.2.6 The membership of a player who joins the BMGA on or after 1st October in any given year, will remain current until 31st December of the following year.

3.2.7 Members joining the BMGA after 1st March but before the 1st October in any year are liable for the full annual subscription.

3.2.8 Failure of members, current at 31st December, to pay their subscription by 1st March of the following year, will result in termination of their membership. Membership will be reinstated on receipt of subscription, but an interruption of membership rights will apply.

3.3 Admission regulations for non-playing members

3.3.1 Non playing membership is open to all persons who are interested in the BMGA but do not wish to become playing members.

3.3.2 In order to follow the activities of the BMGA, non-playing members should register for membership via the BMGA website.

3.3.3 There is no subscription applicable to this category of membership.

3.4 Admission regulation for affiliate members

3.4.1 Affiliate membership is open to all minigolf courses that wish to associate with the Association.

3.4.2 Membership will take effect on payment of the subscription.

3.4.3 Membership remains current until December 31st each year, after which time subscriptions must be renewed.

3.4.4 Affiliate courses who wish to stage a recognised BMGA competition, must be registered with both the BMGA and World Minigolf Federation (WMF), and the appropriate course registration fee must be paid by the BMGA to the WMF.

3.5 Right of the Association with regards to membership

The Executive Committee reserves the right to:

3.5.1 Withdraw or suspend membership until the end of the current year without refund of subscription in cases where wilful misbehaviour or disregard for the BMGA Constitution and Competition Rules has occurred and been evidenced.

3.5.2 Refuse at its discretion any application for membership in exceptional circumstances, the reason for such refusal to be communicated in writing to the individual concerned.

3.6 Right of appeal of members

3.6.1 An appeal against refusal of admission or an imposed sanction can be submitted in writing to the Executive Committee within 30 (thirty) days of the written communication (see section point 3.5.2 above). The EC will consider the appeal within 14 (fourteen) days of receipt of the same, and the outcome will be communicated in writing within 7 (seven) days of the committee hearing this appeal.

3.7 Duties of BMGA members

3.7.1 Members wishing to benefit from reduced green fees at affiliated courses should show their membership/tour card when paying. Any BMGA member refused a discounted green fee at a BMGA affiliated course shall inform the BMGA Executive Committee so that the case can be followed up.

3.7.2 Members shall abide by the BMGA Constitution, BMGA Competition Rules and the decisions of the Executive Committee.

3.7.3 Members shall support the stated aims of the BMGA, by promoting a spirit of friendly, competitive fair play throughout the BMGA tour. In addition it is hoped that members will seek to promote and publicise the sport to non-members.

3.7.4 Members shall treat one another with due consideration.

3.7.5 Members have the right to freedom of expression but should refrain from making public destructive criticism of the BMGA Constitution, BMGA Competition Rules or the elected Executive Committee, its work or decisions. Constructive feedback and suggestions for improvement are welcomed and should be submitted in writing to the Executive Committee.

3.7.6 Members shall refrain from any activity which is harmful to the BMGA or which may be damaging to its good standing or the friendly spirit of the BMGA Tour.

3.7.7 Members who wish to transfer to another minigolf club (see section 4), are required to inform the Membership Officer of the BMGA via e-mail during the open transfer period of 1st January to 1st March

3.8 Any individual shall refrain from any activity which is harmful to the BMGA, or which may be damaging to its good standing or the friendly spirit of the BMGA Tour, or damaging to its good

relationship as an Affiliated Association of the European Minigolf Federation (EMF) and the World Minigolf Federation (WMF). This rule includes misuse of social media. The Executive Committee reserves the right to: Refuse at its discretion any application by that individual to participate in any BMGA Tour or BMGA Supported Event.”

4. MINIGOLF CLUBS

4.1 All minigolf clubs must be affiliated to the BMGA.

4.2 Minigolf clubs should retain a register of all their members.

4.3 Each affiliated minigolf club must nominate and register a Club Captain for the calendar year by the close of each AGM.

4.4 Players who are not yet a member of a club may join a minigolf club at any time during the year.

4.5 Members who wish to leave their own minigolf club and join another minigolf club must do so during the transfer window as defined in section 4 point 4.6.

4.6 The transfer window operates from 1st January to 1st March each year. A player can make only one club transfer during this period.

4.7 Notification of intention to transfer club membership must be submitted in writing. It must be sent to the Membership Officer of the BMGA, and also to both the captains of the minigolf clubs involved.

4.8 In exceptional circumstances e.g. dissolution of a minigolf club, situation or circumstance which restricts an individual from playing in the Club Championship. A player can apply to make a transfer outside the period stated period in section 4.6. This request should be submitted in writing to the Membership Officer of the BMGA, together with a full reason for the transfer. The Executive Committee will then consider the request and make their decision known in writing to the person concerned. In the event of a decision creating the transfer, both club captains involved will also be notified.

5. EXECUTIVE COMMITTEE

The Association will be managed by the Executive Committee which will consist of a maximum of seven members.

5.1 Structure

The Executive Committee shall contain, as far as possible, the following posts:

5.1.1 Chairperson

5.1.2 Finance Officer

5.1.3 Membership Officer

5.1.4 Tournament Officer

5.1.5 Publicity, Social Media and IT Officer

5.1.6 Club and Development Officer

5.2 Election and length of office

5.2.1 The Executive Committee members are elected at the Annual General Meeting.

5.2.2 The term of office for members of the Executive Committee shall be two years, here defined as the period between every second Annual General Meeting.

5.2.3 There is no limit to the number of times that members of the Executive Committee may be re-elected.

5.2.4 If necessary, a member of the Executive Committee may serve in more than one capacity simultaneously (e.g. Finance Officer and IT Officer). In such cases the committee member shall nevertheless have only one vote.

5.2.5 The Executive Committee shall have the power to appoint sub committees as necessary to fulfil its business. These sub committees may contain non EC members.

5.2.6 If a vacancy in the EC occurs between Annual General Meetings, the EC must inform the members in writing of the vacancy, and conduct an election in accordance with section points 5.2.7 to 5.2.13 within 3 months of the position becoming vacant.

5.2.7 Any paid up individual member of the Association may stand for a position on the Executive Committee provided that: • They declare their intention to stand for office in a letter to the Chairperson, or a nominated officer at least twenty one days before the AGM is to be held. • They include a one page A4 manifesto with their application stating their suitability for the role. Guidelines for the manifesto will be provided by the EC. • They have enjoyed full and uninterrupted membership of the Association for a minimum of twelve months preceding the date of the election.

5.2.8 Voting shall be by secret ballot, and all members shall have one vote for each position available on the Executive Committee.

5.2.9 The administration of the voting process referred to in section point 5.2.8 above, must be submitted by two members of the Executive Committee, neither of whom are seeking re-election themselves, nor are related to any of the candidates. In the unlikely event of all EC members seeking re-election at the same AGM, the EC will nominate a returning officer from outside the EC to oversee the voting process.

5.2.10 The nominee receiving the greatest number of votes will be adjudged elected. In the event that a vote is tied, a second ballot will be held involving those nominees who jointly received the highest number of votes. If the second ballot is also tied, the winner shall be determined by drawing of lots.

5.2.11 Only sitting members of the Executive Committee may stand for the position of Chairperson of the Association, and this position will be decided annually at the first Executive Committee meeting after the AGM.

5.2.12 Each member of the Executive Committee shall be a current paid member of the Association.

5.3 Quorum and convening of the Executive Committee

5.3.1 The Executive Committee will meet a minimum of three times in a calendar year. It may hold additional meetings on the request of the Chairperson, or at least two thirds of its members.

5.3.2 A quorum shall be four members of the Executive Committee current at the time of the AGM.

5.3.3 Each member of the Executive Committee shall have one vote.

5.3.4 Motions are passed by a simple majority.

5.3.5 If a vote is tied, the vote of the Chairperson shall be the casting vote.

5.3.6 The shortest period of time in which a meeting can be convened is 14 (fourteen) days.

5.3.7 Minutes must be taken of the EC meeting and retained as they form part of the BMGA records. The EC will keep the membership informed through a quarterly update if needed.

5.4 Areas of responsibility and duties of the Executive Committee

The areas of responsibility of the Executive Committee shall include but not be limited to the following:

5.4.1 Day to day administration of the Association.

5.4.2 Deciding upon venues for future tournaments to set the annual tour calendar.

5.4.3 Organising and running all BMGA ranking tournaments other than minigolf club open tournaments.

5.4.4 Selecting all GB teams that participate at International tournaments both in the UK and abroad.

5.4.5 Reviewing the finances of the Association.

5.4.6 Promoting the Association's publicity and marketing strategies to ensure continued growth of the sport.

5.4.7 Ensuring compliance with all Constitution and Competition Rules of the Association.

5.4.8 Implementing all motions passed by the members of the BMGA at the most recent AGM. In addition, this policy applies to all motions passed at previous AGM's unless a counter motion has been subsequently passed.

5.4.9 The EC will regularly communicate with the BMGA membership and seek feedback by use of post-tournament surveys and online forums. The EC will facilitate occasional Players' Forums to give players the opportunity to express their opinions. Members will be given at least 14 days' notice of the Forum, which will take place over a tournament weekend. Members may submit items for discussion in advance. Minutes will be taken and discussed by the EC at their next meeting

5.4.10 Any BMGA Tour Pro may e-mail the Chairperson of the Executive Committee with a specific point they would like the EC to discuss. This point will be discussed at the next meeting of the EC, and a response given in writing to the person concerned.

5.4.11 Serving and representing the interests of BMGA members and British Minigolf at meetings with external organisations, both domestic and international.

5.4.12 Conducting disciplinary hearings of members who seriously infringe either the Constitution or Competition Rules. The EC will be responsible for taking any action of suspension or discipline following such hearings.

5.4.13 The BMGA Executive Committee have the authority to manage and make the appropriate decisions relating to: 5.4.1 – 5.4.11 included as well as any other decisions made in the best interest

of the BMGA and its members without the need to vote on every decision at an AGM. (This motion was passed AGM 2015.)

5.5 Duties of Executive Committee Members

5.5.1 Chairperson – Focus the organisation on the key objectives of the BMGA, to increase the profile of minigolf in the UK, bring together those who enjoy playing minigolf at all levels and to encourage the development of new skill based minigolf courses in the UK.

5.5.2 Finance Officer – Manage the administration of BMGA funds including the maintenance of the financial records, working in conjunction with the Chairperson and other EC members. Preparing the annual accounts of the BMGA, together with a financial report for approval by the members of the Association at the AGM.

5.5.3 Membership Officer – Manage the membership requirements for both new and existing members including, maintaining the membership records. Communication of key events, and liaison with tournament organisers to maximise entry numbers. Promotion of the BMGA to all players, especially novices and course owners at tournaments to ensure a steady influx of new members.

5.5.4 Tournament Officer – Focus on the tour calendar, manage the administration of the tournaments, and working with other officers present to ensure the smooth running of those tournaments.

5.5.5 Publicity, Social Media and IT Officer – Ensure the EC takes on board a more direct marketing approach. Working closely with the Club and Development Officer. Promotion of the BMGA especially with the course owners to maximise publicity in the run up to every tournament, and to drive ongoing awareness of activities and events. Development of the BMGA website, and computer software improvements for running tournaments. Ensure all areas including new computer programs and websites are fully utilised to grow the sport.

5.5.6 Club and Development Officer – Focus on development of the game including our relationships with courses around the UK. Getting more juniors, men and women playing and arranging opportunities for practice and coaching. Organise and chair, the Player's Forum. Developing the club scene and promoting more club members to participate in tournaments. This role offers support and direction to members keen on exploring and creating local clubs and leagues. Further development on rules specific to MOS courses and ensuring the BMGA continue to abide by the tournament playing rules set out by the WMF.

5.6 Declaration of Interests

5.6.1 Members of the Executive Committee should, on election declare any interests that they have in minigolf, be it as a course owner, course builder, equipment supplier, or any other relevant pursuit, outside that of the Association, which could create a conflict of interest with their BMGA post.

5.6.2 Members of the Executive Committee should also declare any interests that they have outside of minigolf that they may consider could create a conflict.

5.6.3 If there is any doubt, then an interest should be declared.

5.6.4 Members should also declare any interest that arises during their tenure on the Executive Committee.

5.6.5 A list of interests will be kept and made available to view by any member of the Association on request.

6. FINANCE

6.1 Financial Year

The financial year of the Association shall run from 1st January to 31st December each year.

6.2 Finance Officer and Annual Accounts

6.2.1 The Finance Officer will be responsible for the finances and the maintenance of the financial records of the Association, including the annual payment for the public liability insurance (PLI) prior to the playing season each calendar year.

6.2.2 A statement of the annual accounts consisting of a Profit and Loss Account and a Balance Sheet together with supporting Notes to the Accounts will be presented by the Finance Officer at the Annual General Meeting.

6.3 Revenue

The BMGA obtains the funds necessary for the fulfilment of its duties from amongst others the following sources:

6.3.1 Membership subscriptions

6.3.2 Entry fees (net of course hires and prize monies) from tournaments

6.3.3 Hosting fees from tournaments

6.3.4 Sponsorship

6.3.5 Fundraising

6.3.6 Donations

6.4 Membership Subscriptions and Sponsorship

6.4.1 The setting of membership fees and tournament entry fees (except for club open events) is decided by the Executive Committee.

6.4.2 The setting of tournament hosting fees is decided by the World Minigolf Federation.

6.4.3 If an active member has a debt owing to the BMGA for more than two months, he/she forgoes their rights as a member.

6.4.4 The BMGA has the right to make agreements with third parties with regards to sponsorships of the Association as a whole, or for individual events.

6.4.5 Members, both individual and affiliate are able to seek their own commercial sponsorship for themselves or their own events. However, existing sponsorship agreements made by the BMGA must be respected.

6.5 Funds and Fund Holdings

6.5.1 All funds (except petty cash) belonging to the Association shall be deposited with a bank or building society in an account the title of which shall be clearly stated as belonging to the Association.

6.5.2 The bank or building society account shall be operated by cheques and transfers executed on behalf of the Association by the Finance Officer. The Chairperson should also be a signatory on the account.

6.5.3 Any surplus funds shall be invested as decided by the Executive Committee.

6.5.4 Liability for debts is limited to the assets of the Association. Officers and members of the Association shall have no personal liability for the Association's debts.

7. ANNUAL GENERAL MEETING

7.1 Purpose of the AGM

The AGM is authorised, amongst other matters to carry out the following functions:

7.1.1 Consideration and approval of the minutes of the previous year's AGM.

7.1.2 Receive and approve written reports from the Chairperson and other Officers of the EC.

7.1.3 Receive and approve the annual accounts together with a written report from the Finance Officer.

7.1.4 Acknowledgements to retiring members of the Executive Committee.

7.1.5 Election and re-election of members to the Executive Committee.

7.1.6 Approval or rejection of motions submitted by members and the Executive Committee to make changes to the Constitution Rules and Competition Rules, and on any other matters.

7.1.7 Provide a forum under Any Other Business at which members may put forward ideas and proposals in relation to the running of the Association, tournament organisation, and both the promotion and development of the sport.

7.2 Structure and Voting Rights

7.2.1 Each Executive Committee member has one personal vote.

7.2.2 Each current individual tour pro member not on the Executive Committee has one personal vote.

7.2.3 Each current junior member aged 14 years or over has one personal vote.

7.2.4 Non-playing and affiliate members do not have a voting right.

7.2.5 Proxy voting via a specific form is allowed on specific motions that have been made available prior to the AGM, and that require a simple yes/no answer.

7.3 Quorum and passing of Motions

7.3.1 A quorum shall be a minimum of seven individual members, including members voting by proxy.

7.3.2 All current playing BMGA shall be entitled to attend.

7.3.3 Elections held and motions passed at the AGM are decided by a simple majority, with the exception as stated under Section 9 Dissolution.

7.3.4 A tied vote will result in rejection.

7.3.5 Minutes must be taken at the AGM and distributed to members not later than 30 (thirty) days after the meeting.

7.3.6 Members have a maximum of 60 (sixty) days after distribution to inform the Chairperson in writing of any errors or omissions requiring amendments. Once this 60 day period has been reached the minutes must be amended and distributed again to members not later than 30 (thirty) days thereafter. This process will greatly facilitate the approval of the minutes at the next year's AGM. 12

7.4 Annual and Extraordinary General Meetings

7.4.1 The ordinary AGM is held every year, not earlier than 1st January and not later than 28th or 29th February to allow for motions passed to come into force for the forthcoming playing season, which normally commences on 1st March.

7.4.2 All members must be informed of the date of the AGM via the official website in writing and the Agenda together with the Annual Accounts and Finance Report must be sent to them at least 28 (twenty eight) days in advance.

7.4.3 The Executive Committee by majority vote or at least 15 tour pro members (including two club captains) can arrange to call for an Extraordinary General Meeting in exceptional circumstances.

7.4.4 An Extraordinary General Meeting can be convened with as little as 14 (fourteen) days' notice.

7.4.5 A quorum for an Extraordinary General Meeting shall be seven playing members current at the time of the EGM. All current playing BMGA members shall be entitled to attend.

7.5 Motions

7.5.1 Motions can be proposed for the Annual and Extraordinary General Meetings by the following:

- Individual members
- The Executive Committee

7.5.2 Motions must be submitted with a rationale to the Association not later than 14 (fourteen) days before the date of the AGM. It is the responsibility of each member who submits a motion(s), to ensure that both the motion and the rationale is specific and clear, and requires a clear yes/no vote in favour of, or against the motion.

7.5.3 A list of all the motions submitted to the Association should be distributed to members at least 7 (seven) days before the AGM. If a motion does not fit the guidelines stated in section point 7.5.2 then it can become a point under Any Other Business (AOB) at the AGM if agreed by the EC. In addition, if a large number of motions are received, the EC shall decide on which motions are to be presented to the AGM. In making their decision, the EC will balance the need to ensure that members' interests are represented with the need to conduct an efficient AGM. Any motions not selected for debate and voting will be published alongside the AGM agenda and may be discussed under Any Other Business (AOB) if time allows.

7.5.4 All motions submitted by members and approved by the Executive Committee in section point 7.5.3 above must be voted upon at the AGM, including proxy votes submitted in advance of the meeting.

~~7.5.5 Defeated motions at the AGM cannot be proposed again the following year. (Motion created at AGM 2015 and upheld 2016.)—TO BE DELETED~~

7.5.6 Any motion that is passed at the AGM will be implemented by the Executive Committee as soon as is practicable.

8. DISCIPLINE AND APPEALS

This section deals with complaints made against members and officers including a vote of no confidence in an officer during the course of a year, and the subsequent disciplinary procedures necessary to deal with those issues.

This section does not cover incidents of bad behaviour during tournaments, as these will be fully covered in the Competition Rules.

8.1 Complaint and Discipline Procedure re Members

All complaints regarding the behaviour of members of the Association should be submitted in writing to the Chairperson. The title of the e-mail or document must clearly state the name of the person to whom the complaint refers, and where possible this official complaint should include the names of witnesses or other evidence that increases the validity of the complaint.

The Executive Committee will meet, either in person or via e-mail, to hear any complaint within 14 (fourteen) days of that complaint being lodged. The committee has the power to take appropriate disciplinary action (see section 5 point 5.4.11). It will be the Chairperson's responsibility to notify the member against whom the complaint was made and ask for their version of events, along with verifying the accuracy of any evidence submitted. The Executive Committee can only pass judgement once these procedures have been followed.

The outcome of a disciplinary hearing should be notified to the person who lodged the complaint and the member or official against whom the complaint was made within 7 days of the hearing.

There will be the right to appeal once to the Executive Committee following the announcement of disciplinary action, provided this appeal is submitted within 7 (seven) days of the notification of the result of the hearing. The committee will consider the appeal within 14 (fourteen) days of receipt of the same, and the outcome will be announced within 7 (seven) days of the committee hearing this appeal.

8.2 Complaint and Discipline Procedure re Officer

If the official complaint and any subsequent appeal is against an officer of the Association, then the procedures outlined in section point 8.1 above will be followed with two differences. Firstly, the matter will be discussed by all the other officers of the Executive Committee, and a decision made as to the validity of the complaint. Secondly, should the complaint be upheld by the Executive Committee, then the officer against whom the complaint was made will be temporarily suspended from his or her role until the outcome of the complaint is decided. Thirdly, to ensure the Executive Committee remains impartial the remaining members of the committee must appoint a person to

head the hearing who is from a different club to the officer. This person must be neutral, fair and have no particularly close allegiances to either party in the official complaint.

If the official complaint and any subsequent appeal is against the Chairperson of the Association, the procedures outlined in the previous paragraph will still be followed with one exception. The other members of the Executive Committee will appoint the most experienced EC member available to act as temporary Chairperson of the Association, both in terms of their general duties and organising and chairing the hearing into the official complaint.

8.3 Vote of No Confidence against an Officer or Officers of the Association

In order to ensure that officers of the Association conduct themselves with integrity and professionalism at all times, members can call for a vote of no confidence against an officer or officers. The procedures already outlined in section point 8.2 above will be followed with two differences. Firstly, the e-mail or document sent to the Chairperson must be from at least five individual tour pro members (including three club captains) of the Association.

Secondly, if the officer chooses to defend their position, he or she must outline why they disagree with the vote of no confidence in a maximum of 500 words. The Chairperson will then e-mail both statements to the members, who will vote as to whether the officer should stay in office or go. This will be by a simple majority vote, and in the event of a tie, the officer will leave. The Chairperson will inform the officer in writing of the decision made by the members, and will also e-mail the members with the result of the vote and to seek a successor. If the vote of no confidence is against the Chairperson of the Association, then the procedures outlined in the second paragraph of section point 8.2 will take place.

If the vote of no confidence is against the entire Executive Committee, then the procedures outlined in the first paragraph of section point 8.3 above will be followed with one difference. In order that a vote of no confidence does not lead to the Association being left without any officers, a vote of no confidence against the entire committee must be submitted by at least ten individual pro tour members (including two club captains) of the Association. A fresh election of EC officers will then take place within 30 (thirty) days of the no confidence vote (see section 5 point 5.2.8). The original EC officers will have the right to stand again for office.

9. AMENDMENTS TO THE CONSTITUTION

The constitution rules can only be changed at an AGM or EGM through a simple majority vote on a motion proposed by members entitled to vote.

10. DISSOLUTION

A resolution to dissolve the Association can only be passed at an AGM or EGM by a three quarters majority of the members entitled to vote at that meeting. In the event of a dissolution, any assets of the Association shall be distributed to the minigolf clubs in existence at the date of the meeting on an equal basis.