



Whittlesey Table Tennis Club Constitution

1 Title

The Club shall be called Whittlesey Table Tennis Club

2 Aims and Objectives of the club

2.1 To promote, foster and safeguard the amateur sport of Table Tennis in the Whittlesey and surrounding areas, for people of all ages and abilities within the community

2.2 The Club to be affiliated to the appropriate Table Tennis Governing Bodies and Leagues

2.3 To adopt and enforce the laws of the game of Table Tennis

2.4 To hold championships, competitions, leagues, representative matches and other games, as deemed desirable

2.5 The Club to have due regard to the law on disability discrimination and child protection and shall have at least one club designated as Welfare Officer (Safeguarding and Child Protection)

2.6 The Club shall:

- offer coaching and competitive opportunities in the sport of Table Tennis
- promote the Club within the local community
- manage the Table Tennis equipment and facilities
- ensure a duty of care to all members of the Club
- provide all its services in a way that is fair to everyone
- the Club will operate on a clear 'not for profit' basis

3 Membership

3.1 Membership of the Club shall be open to anyone interested in the sport, on application, regardless of sex, age, disability, ethnicity, sexual orientation, religion or other belief. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis

3.2 The club may have different classes of membership and subscriptions, on a non-discriminatory and fair basis. The Club will keep subscriptions at a level that will not pose a significant obstacle to people participating in the sport

3.3 The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport in to disrepute. Appeal against refusal or removal may be made to the members of the Committee.

3.4 All members will be subject to the regulation of the Constitution and by joining the Club will be deemed to accept the policies, regulations and codes of practice that the club has adopted

3.5 Individuals shall be eligible to take part in the business of the club, vote at general meetings or be eligible for selection for any club team, unless the applicable subscription has not been paid by the due date and/or membership has been agreed by the Club Committee

- 3.6 Members of the Club are not allowed to charge, or be paid, for any activities (coaching etc) under the name of Whittlesey Table Tennis Club at any time, either at the Whittlesey Table Tennis Club facilities or at any other location. However named coaches by the club can reduce their nightly fee by £1 for every hour of formal coaching.

4 Subscriptions

- 4.1 The annual membership subscription will be set by the Annual General Meeting and must be paid on or before the due date of 30th September annually
- 4.2 At the time of playing, players must be fully paid members in possession of a current Whittlesey Table Tennis Club membership card

5 Management

- 5.1 The committee shall be the policy making body of the Club. On matters of major importance, the decision of the membership shall be obtained by vote at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM)
- 5.2 Management of the Club shall be vested in the Committee who will have, subject to rule, full rights in respect of the general conduct of the Club and its finances
- 5.3 The Committee will consider and deal with matters of administration, all matters affecting the welfare and interests of the Club members and all matters of urgency. Any declarations of interest on any issues must be made prior to any item being discussed and then this person must then leave the meeting. At no time can they vote or lobby on these issues
- 5.4 The Committee must consist of men and women and should be reflective wherever possible of the Club membership gender balance at the time of the AGM. The Committee shall consist of the posts of the Officers (Chair, Secretary and Treasurer) and up to ten further members
- 5.5 All correspondence to this Club will be discussed at the Committee Meeting following receipt
- 5.6 All Committee members must be fully paid members of Club
- 5.7 The term of office shall be for 1 year and officers and members shall be eligible for re-election
- 5.8 If the post of any officer (Chair, Vice Chair, Secretary, Treasurer) should fall vacant after such an election, the Committee shall have the power to fill the vacancy from one of their number or the membership by co-option, until the next AGM
- 5.9 The Committee will be responsible for adopting new policies, codes of practice and rules that affect the organisation of the Club
- 5.10 The Committee will have the powers to appoint any advisors to the Committee as necessary to fulfil its business
- 5.11 The Committee will be responsible for disciplinary hearings of members who infringe club rules, regulations and constitution. The Committee will be responsible for taking any action of suspension, or discipline, following such hearings
- 5.12 Committee meetings will be convened by the Secretary no less than 4 times per year

- 5.13 Only Officers and Committee members may vote at Committee meetings. Other members of the Club can be present at AGM and EGM only unless by invitation
- 5.14 The quorum required for business to be agreed at meetings will be 50% of the Committee membership
- 5.15 Sub-committees may be convened for specific activities, as agreed by the full Committee (fundraising, publicity, events etc)

6 Club Finances

- 6.1 The Club shall keep detailed auditable financial records
- 6.2 The Club Treasurer will keep a record of all Club finances
- 6.3 The Club shall keep annual accounts which should be prepared to the year ending 31st March by the Treasurer and subjected to independent examination and a balance sheet prepared for presentation to the Club members at the AGM. The 'books' will be available for inspection within 10 days of a request to do so
- 6.4 Expenditure by the Committee for any one item or project shall not exceed an amount determined by voting at the AGM. Any expenditure by Committee members (up to the amount agreed at the AGM) must be approved by an Officer (Chair, Vice Chair, Secretary, Treasurer). Planned expenditure over the agreed amount (£200) for any one item or project must be posted on the Club noticeboard for 28 days, for members to express their views in writing to the Secretary, to be put in front of the Committee, before any such order to purchase is undertaken. All expenditure above this amount must be approved by the Committee
- 6.5 All Club monies will be banked in an account held in the name of Whittlesey Table Tennis Club
- 6.6 Any cheques drawn against the Club funds should hold the signatures of two of the three named cheque signatories
- 6.7 The Club may provide sporting and social facilities, sporting equipment, coaching courses, insurance cover and post-match refreshments and other ordinary benefits of community amateur sports clubs provided by the Finance Act (2002)
- 6.8 The Club will aim to build a cash reserve of a minimum of £1,000. If the Committee feels it necessary to reduce the reserve it must seek approval of the membership at an AGM or EGM
- 6.9 The Officers of the Committee may receive an honorarium as agreed at the AGM.
- 6.10 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and surplus income or profits are re-invested in the Club

7 Annual General Meetings (AGM)

- 7.1 An AGM will be held each year in May
- 7.2 The period of notice for an AGM shall be a minimum of 28 days from the date if posting on the Club notice board and shall be deemed to be notice to all members

- 7.3 Notice of resolutions and amendments to the Club Rules of Play or Constitution for the AGM shall be received by the Secretary in writing at least 21 days prior
- 7.4 The Secretary shall publish any constitution amendments 7 days prior to the AGM
- 7.5 The Secretary shall receive in writing, 7 days prior to the AGM, alternative resolutions to those published and any amendments to the published resolutions and/or amendments
- 7.6 Unless called on to do so by the Chair no speaker, other than the proposer of a resolution exercising the right of reply, shall speak more than once during a debate
- 7.7 The Committee shall give effect to any resolution and/or amendments passed at an AGM as soon as possible thereafter
- 7.8 Alterations and amendments to the Constitution and Club Rules of Play as set out by Table Tennis England may only be made at an AGM, providing the majority of members present vote in favour, with a minimum of 51% members

8 Extraordinary General Meeting (EGM)

- 8.1 An EGM may be called at the discretion of the Committee or at least 20% of the members

9 Election of Officers and Committee members of the Management Committee

- 9.1 All Officers and Committee members of the Committee shall be elected at the AGM
- 9.2 Nominations for all posts are to be made not later than seven days before the AGM, on the form which will be posted on the Club notice board at least 28 days prior. If insufficient proposals are received to fill outstanding vacancies, proposals will be accepted from members at the AGM
- 9.3 All Officers and Committee members elected shall hold office until the next appropriate AGM
- 9.4 No member shall hold three or more offices on the Committee at any one time
- 9.5 Only fully paid up members aged 18 or over are eligible to stand for election
- 9.6 Election shall be by majority vote of members present at the appropriate AGM

10 Conduct of meetings

- 10.1 All meetings of the Club shall be in accordance with standing orders as determined by the Committee. These though may be suspended at any meeting of the Club where a majority of those present vote in favour of such a suspension
- 10.2 Minutes of all meetings will be posted on the Club notice board within 28 days of each meeting. The Club may also use email and social media accounts to send minutes

11 Duties and Responsibilities of Officers

- 11.1 The duties and responsibilities of Officers shall be determined by the Committee
- 11.2 If any Officer or Committee member is considered to be in neglect of their duties or responsibilities as an elected representative of the Club, then such charges shall be heard at a Committee meeting and the Officer/member can

be temporarily suspended until this matter is heard. The outcome will be decided by majority vote. There will be the right of appeal to a properly convened EGM

12 Conduct of members

- 12.1 Any query, complaint or dispute should be made in writing and addressed to the Secretary who will present it at the next Committee meeting for discussion and a decision
- 12.2 Members who conduct themselves in a manner which the Committee deems unreasonable are liable to suspension or expulsion from the Club with any forfeiture of any fees paid. There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 10 days of the Secretary receiving the appeal in writing. There shall be a final right of appeal which may be made to a properly convened EGM

13 Conditions of Play

- 13.1 The WTTTC Rules of Play (inc. WTTTC Playing Protocol) and Table Tennis England Rules of Table Tennis will apply

14 Club Liability

- 14.1 The Club or any of its Officers or Committee members shall not be held responsible for any losses incurred by members or others, of personal belongings whilst visiting the Club's facilities, at any time

15 Dissolution

- 15.1 A resolution to dissolve the Club can only be passed at an AGM or EGM
- 15.2 A resolution to dissolve the Club requires the passing of a resolution by majority vote, comprising two thirds or more of the members present and entitled to vote
- 15.3 The Club management will be responsible for the orderly winding up of the Club's affairs
- 15.4 After settling all liabilities of the Club the Committee shall dispose of the net assets remaining, to one or more of the following:
- to another club with similar sport objectives to our own
 - to another club which is registered Community Amateur Sports Club (CASC)/or community sport club

Interpretation and prioritisation of all the Rules must be consistent with the statutory requirements for CASCs (as provided for by the Finance Act 2002)

Signed

Signed

Name

Name

Position

Position

Date

Date