

STOWMARKET TABLE TENNIS CLUB

CONSTITUTION

GENERAL NOTES:

1 TITLE

1.1

The Club shall be called Stowmarket Table Tennis Club hereafter to be referred to as "the Club" and shall be affiliated to the English Table Tennis Association (ETTA) Governing Body.

2 OBJECTS

2.1

To foster and promote the sport(s) of table tennis at all levels, providing opportunities for recreation and competition.

3 MEMBERSHIP

3.1

Ordinary membership of the club may be open to playing members, associate members and honorary members. All members are entitled to full voting rights as well as all other rights accorded to a member upon the payment of his annual subscription. This subscription to be payable within an agreed period of the membership application having been accepted by the Management Committee.

3.2

There shall be the following classes of membership:

3.2.1. Full member.

3.2.2. Junior member (Under 18 years)

3.2.3. Honorary Life Member.

3.2.4. Associate member

4 EXPULSION OF MEMBERS

4.1

Members of the Club whose conduct is inappropriate or who decline to abide by any of the Rules or Bylaws may be expelled or suspended by a resolution passed at a meeting of the disciplinary subcommittee where their entrance fee and subscriptions may be forfeited. Members shall have the right to appeal in person to the management committee with regard to any decision affecting them, provided that notice of such appeal is submitted to the Secretary, in writing, within seven days of notification of the decision.

5 OFFICERS

5.1

The officers of the Club shall be:

- President – Non Executive position.
- Chairman
- Vice Chairman
- Secretary

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- Treasurer
- Development Officer
- Director of Coaching/Coaching Officer
- Club Captain
- Child Protection Officer
- Volunteer Manager
- Minute Secretary
- Disability Representative
- Junior Representative

6 ELECTION OF OFFICERS

- 6.1 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members of the Club.
- 6.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

7 GENERAL COMMITTEE

- 7.1 The affairs of the Club shall be controlled by a General Committee comprising of the Executive Officers of the Club and up to 5 additional committee members dependent on whether all the named posts are filled, elected from, and by, the Full Members of the Club. The General Committee shall meet at agreed intervals and not less than four times per year.
- 7.2 The duties of the General Committee shall be:
- 7.2.1 To control the affairs of the Club on behalf of the members.
- 7.2.2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every Annual General Meeting. The Club shall maintain a bank current account and the following Officers shall be authorised to sign Club cheques: two from the Chairperson; Treasurer, Secretary and one other to be appointed by the Annual General Meeting or if timing precludes this, by the Committee.
- 7.2.3 Meetings must have a quorum of 4 including one officer.
- 7.2.4 To co-opt additional members of the Committee as the Committee feels this is necessary
- 7.2.5. The committee shall appoint sub-committees as seen desirable to progress the business of the club who will report to the full committee.

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- 7.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

8 GENERAL MEETINGS

- 8.1 The Annual General Meeting of the Club shall be held not later than the end of May each year. 21 clear days written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member at their home address and posting the notice on the Club notice board. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least [14] days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than [7/14] days before the meeting.
- 8.2 The business of the Annual General Meeting shall be to:
- 8.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - 8.2.2 Receive the audited accounts for the year from the Treasurer.
 - 8.2.3 Receive the annual report of the Committee from the Chairman.
 - 8.2.4 Elect an auditor.
 - 8.2.5 Elect the Officers of the Club (i.e. President; Chairperson; Secretary; Treasurer and other General Committee Members).
 - 8.2.6 Review Club subscription rates and agree them for the forthcoming year.
 - 8.2.7 Transact such other business received in writing by the Secretary from Members [14] days prior to the meeting and included on the agenda.
- 8.3 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing, from not less than [number] Full Members of the Club. At least 21 days notice of the meeting shall be given.
- 8.4 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member. In the absence of advanced nominations they may be taken at the AGM.
- 8.5 At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Club or by Full Members attending the meeting.
- 8.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

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8.7 A quorum for a General Meeting shall be 4 Full Members and 2 Officers of the Club including 1 from the Chairperson; Secretary and Treasurer.

8.8 Each Full Member of the Club shall be entitled to one vote at General Meetings.

9 ALTERATIONS TO THE CONSTITUTION

9.1 Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

10 DISSOLUTION

10.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

10.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

10.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.