

# CONSTITUTION FOR HAWORTH HAWKS TABLE TENNIS CLUB

## 1. NAME

- 1.1. The name of the club shall be HAWORTH HAWKS Table Tennis Club hereafter (“the Club”).

## 2. AFFILIATION

- 2.1. The Club shall be affiliated to the English Table Tennis Association, the Yorkshire Table Tennis Association and Keighley and District Table Tennis League.

## 3. OBJECTS

- 3.1. The object of the club is to provide facilities for and promote participation in the sport of Table Tennis.

## 4. MEMBERSHIP

- 4.1. The membership of the club shall be open to the following:
  - a) Senior Member: 18 or over on the 1<sup>st</sup> September
  - b) Junior Member: Under 18 on the 1<sup>st</sup> September
- 4.2. The members of the Club are under no financial liability by the reason of membership of the Club except for annual membership fees.
- 4.3. A player shall become and be deemed a member from the moment they pay their annual subscription and have completed and handed in their membership form.
- 4.4. Each member of the Club shall have their personal details (including email address where available) recorded by the Club Secretary for the purpose of administration of the Club, or in the event of emergency.
- 4.5. Membership of the Club shall be open to all persons in accordance with our Equity Policy.
- 4.6. The Club may refuse membership or expel any member only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such decision may be made to the Club’s Full Committee whose majority decision will be binding.
- 4.7. Any member wishing to take part in competitions involving third party clubs or organisations must also be registered with the ETTA.

## 5. COMMITTEES

- 5.1. There will be two Committees of the club.
  - a) FULL COMMITTEE
  - b) ADMINISTRATION COMMITTEE (*abbrev: Admin.*)

## **6. FULL COMMITTEE**

- 6.1. The Full Committee will consist of the following Officers who shall be elected at the Annual General Meeting (AGM) of the Club:-
  - a) Chair, Secretary, Treasurer, Welfare Officer, Development Officer, Competitions Secretary, Fund-raiser, Social-Events Organiser, Press and Publicity Officer, Volunteer Organiser, Junior Teams Coordinator, and Adult Development Officer.
  - b) Up to two co-opted assistant members may be appointed directly by the Full committee.
- 6.2. In the event of an Officer post becoming vacant then the Full Committee may appoint a replacement until the next AGM.
- 6.3. The Full Committee shall arrange to meet at the AGM and at least three further times during a calendar Year.
- 6.4. The Full Committee will be the sole authority for interpretation of this constitution.
- 6.5. The Full Committee shall be the sole authority for the settlement of disputes relating to the affairs of the Club and the conduct of the members or their guests.
- 6.6. A quorum for the Full Committee shall consist of at least 50 % of the Full committee including at least one Admin Committee member. Each committee member shall have one vote upon every motion and in the case of equality the Chair shall have a second or casting vote.
- 6.7. In the absence of the Chair another member of the Admin Committee will deputise and have the authority of the Chair for the duration of the meeting.

## **7. ADMIN COMMITTEE**

- 7.1. The Admin Committee will consist of the The Chair, The Secretary, and The Treasurer of the Full Committee.
- 7.2. The Admin Committee will meet on a more frequent basis as required to deal with routine aspects of club administration.
- 7.3. The purpose of the Admin Committee is to enable matters requiring a more immediate response and/or monitoring to be dealt with without waiting for the next full committee meeting.
- 7.4. Any decision taken by the Admin Committee is subject to challenge and/or ratification at a Full Committee meeting.
- 7.5. A meeting of the Admin Committee must always consist of three officers. In the event of a meeting being required then one additional member of the Full Committee may deputise to maintain the quorum.

## **8. ANNUAL GENERAL MEETINGS**

- 8.1. The Annual General Meeting to be held each year, the date and time to be fixed by the Full Committee and notified to members not later than 28 days in advance of the meeting along with the proposed agenda. Notification will be by email and club Notice Board. The final agenda and financial details will be circulated by email no later than 7 days before the meeting and will include any duly submitted proposed resolutions.
- 8.2. A quorum shall consist of 12 members or one quarter of the full members, whichever

is the lesser. In the event that no quorum is obtained then all existing officers shall retain their posts, and no other resolutions may be passed.

8.3. The agenda of the Annual General Meeting will include:

a) A report from the Treasurer of:

- The most recent audited accounts
- A statement of the current financial position.

b) The election of the officers. If a new Chair is appointed they will immediately take charge of the meeting continuing with the existing agenda.

c) Voting on any proposals that are included on the final agenda.

8.4. Any member wishing to propose any resolution at the Annual General Meeting shall give notice in writing to the Secretary not less than 14 days before the date of the meeting.

8.5. Each member shall be entitled to vote at the Annual General Meeting and decisions, other than changes to the Constitution, shall be resolved by a simple majority. Each member present shall be entitled to one vote upon every motion and in the case of equality of votes the Chair shall have a second or casting vote.

8.6. The Constitution can be amended only by a resolution of a two-thirds majority of the full members in attendance and voting at a Annual General Meeting.

8.7. In the absence of the Chair the meeting may elect a deputy to fill the post for the period of the meeting only.

## **9. EXTRAORDINARY GENERAL MEETINGS**

9.1. An Extraordinary General Meeting (EGM) will be held at any time on the receipt by the Secretary of a written request for such signed by 20% of the members and stating the purpose for which the Extraordinary General Meeting is to be called or should the Secretary deem it necessary to call an EGM. Notice of the date, time and venue shall be given to all members not later than 14 days after the receipt of the request and at least 28 days before the date of the EGM. Apart from the Agenda, which will be defined by the request, the procedure will follow the format of an AGM. Specifically the definition of a quorum and the voting majorities of the constitution.

## **10. FINANCE AND ACCOUNTS**

10.1. The amount of the session or match fees and annual subscriptions shall be determined at the Annual General Meeting each year. Any amendments proposed must be included in the agenda.

10.2. The Treasurer shall collect the fees and subscriptions and maintain an account on behalf of the members at a bank or building society.

10.3. All cheques drawn against the Club's funds shall be signed by the Treasurer or Secretary up to a set limit (agreed at AGM) . Any cheque that exceeds this amount will be signed by at least two members of the admin committee.

10.4. Any expenditure of Club funds up to the set limit must be for routine running costs of the club. Expenditure for any other reason must be authorised by the Admin Committee. Amounts exceeding the set limit must be authorised by the Full Committee.

## **11. DISSOLUTION**

- 11.1. If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene an Extraordinary General Meeting of the Club to be held not less than 28 days thereafter to discuss and vote on the resolution.
- 11.2. If at the Extraordinary Meeting of the Club, the resolution is carried by at least two-thirds of the full members present at the meeting, the Full 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.
- 11.3. The Income and Property of the Club shall be applied solely towards promoting the Club's objectives as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.
- 11.4. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting charitable bodies:
- a) Another established Club supporting Table Tennis activity, preferably within the locality.
  - b) The sports national governing body for use by them for related community sports.
  - c) A registered charitable organisation(s). No member of the Full Committee may have any involvement with any such charity apart from being a casual member.

## 12. **INSURANCE**

- 12.1. The Club shall take out a public liability policy of insurance.
- 12.2. All members shall comply with the terms of the policy, a copy of which shall be held by the Treasurer and shall be available for inspection at reasonable notice.
- 12.3. Copies of the insurance certificates will be displayed on the club notice board.

This Club Constitution Agreed at AGM / EGM date.....

Witnessed by Club Chair..... date.....

Witnessed by Club Secretary..... date.....