

Constitution of Cliffedale Changers Table Tennis Club

(AMMENDED AGM 2011)

1. Name

The club will be called Cliffedale Changers Table Tennis Club (The Club) and will be affiliated to the Grantham and District Table Tennis League and the English Table tennis Association.

2. Aims and objectives

The aims and objectives of the club will be to offer "Table Tennis For All".

- To offer coaching and competitive opportunities in table tennis.
- To promote the club within the local community and table tennis.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To operate in accordance with all ETTA rules, policies and procedures.

3. Membership

Membership will consist of officers and members of the Club.

All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations and codes of practice and conduct that the Club has adopted.

Members will be enrolled in one of the following categories:

- Adult member.
- Junior member.
- Life member.

Each member of the Club shall have their name, address, telephone numbers, email address, relevant medical conditions, two emergency contact details and their ETTA Individual Membership number recorded by the Club Secretary for the purpose of the administration of the Club.

A player may be invited to attend coaching sessions for a period of one calendar month without obligation to join the Club. At the end of this period of one month the player will be expected to apply for full membership of the Club. If membership has not been applied for at this point the session fees for such a player will increase by a substantial amount.

The members of the Club are under no financial liability by reason of membership of the Club except for annual membership fees.

4. Membership fees and Session Fees.

Membership fees will be set annually and agreed at the Annual General Meeting.

Session fees will be determined by the Management Committee.

5. Officers of the club

The Officers of the club will be:

- Fund Raiser.
- Chair.
- Treasurer.
- Coaching Officer.
- Development Officer.
- President.
- Press and Publicity Officer.
- Secretary.
- Social Events Organiser.
- Volunteer Coordinator.

The above Officers will be elected annually at the Annual General Meeting.

All Officers will retire each year but will be eligible for re-appointment.

6. Management Committee

The club will be managed through the Management Committee which will consist of the above appointed Officers.

Only the above Officers of the Club will have the right to vote at meetings of the Management Committee.

The Management Committee meetings will be convened by the Secretary of the Club and held no less than four times per year.

The quorum required for business to be agreed at Management Committee meetings will be a half of the Club's Officers.

The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.

The Management Committee will have powers to appoint subcommittees as necessary, appoint Club officials and advisers to the Management Committee as required to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

The management 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 of their guests.

If the post of any officer shall fall vacant, the Management Committee shall have the power to fill the vacancy until the next Annual General Meeting.

The Management Committee shall be the sole authority for the interpretation of this constitution.

At all meetings of the Club Management Committee the Chair shall take the chair and each member of the Management Committee present shall be entitled to one vote upon every motion tabled and in the case of equality of votes the Chair shall have a second or casting vote.

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

7. Finance

All Club monies will be banked in an account held in the name of the Club.

The Club Treasurer will be responsible for the finances of the Club.

The financial year of the Club will end on the Sunday of the last week in March, the end of the normal Tax Year.

Any expenditure of the Club's funds must be authorised by the Management Committee.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against Club funds should hold the signatures of the Treasurer plus another Officer of the Club as appointed by the Management Committee.

8. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than twenty one clear days notice to be given to all members.

The AGM will be held in the summer of each year.

Any member wishing to propose any resolution at the AGM shall give notice in writing to the Secretary not less than seven days before the date of the AGM.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary seven days prior to the AGM.

Elections of officers of the Management Committee are to take place at the AGM.

All members have the right to one vote in person on all matters arising at the AGM.

Resolutions are passed by a majority vote of members attending.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

An EGM may also be called by members providing a request for an EGM is received by the Secretary in writing; backed by 20% of the membership which states the reason for the calling of the EGM. The meeting will be held within twenty one days of any such request received.

9. Discipline and appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the ETTA's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within fourteen days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

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

There will be the right of appeal to the Management Committee following disciplinary action being announced. The Management Committee should consider the appeal within fourteen days of the Secretary receiving the appeal. This will be the one and final appeal.

10. Dissolution

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, after discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the members of the Club, but shall be given or transferred to some other voluntary organisation having similar objectives to those of the Club. In particular the organisation must have purposes which are exclusively charitable in law.

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. Declaration

Cliffedale Chandlers Table Tennis Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date: 8th July 2011

D. Leete

Darran Leete (Club Chairman)

Signed:

Date: 8^h July 2011

M.L. Weavers

Matt Weavers (Club Secretary)