

# **CONSTITUTION**

## **Merton Table Tennis Club**

### **1. NAME**

The Club will be called the Merton Table Tennis Club and will be affiliated to the National Governing Body and the Bournemouth and District Table Tennis Association. The Club will be bound by all directives, publications, rules and regulations as issued by the National Governing Body relating to Conduct, Equity, Welfare, Ethnicity, Data and Child Protection which shall be deemed to be incorporated as an Addendum to the Constitution and shall have effect as so incorporated.

### **2. AIMS AND OBJECTIVES**

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Table Tennis
- To promote the club within the local community and Table Tennis
- To manage the club playing facilities through the St. James Institute
- 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

### **3. MEMBERSHIP**

To ensure all present and future members receive fair and equal treatment. Membership should 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 that the club has adopted, including membership of the St James Institute.

Members will be enrolled in one of the following categories:

- Full adult member
- Full junior and student member
- Life member
- Affiliated member
- Social member
- Heart Club member

### **4. MEMBERSHIP FEES**

Membership fees will be set annually by the Management Committee and their decision will be announced at the Annual General Meeting (AGM).

Fees will be paid either annually by the 1<sup>st</sup> August each year or by set instalments as agreed by the Management Committee. Failure to pay fees at the appropriate time could result in the Management Committee terminating an individual membership.

## **5. OFFICERS OF THE CLUB**

The Officers of the Club shall be: Chair, Vice-Chair, General Secretary and Treasurer.

The Officers of the Club, Coaching Officer, Membership Secretary, Welfare Officer, St James Institute Representative Member and a maximum of three club members shall be elected by the Annual General Meeting to serve on the Management Committee from the end of the AGM at which they are elected until the end of the AGM following: they shall be eligible for re-election.

## **6. COMMITTEE**

The club will be managed through the Management Committee consisting of:

- The Officers of the Club, Coaching Officer, Membership Secretary, Welfare Officer, St. James Institute Representative Member and a maximum of **three** club members. Only these posts (including the Honorary Life President) if in attendance, 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.
- Alternatively the Management Committee may use electronic means to communicate and reach decisions between the four regular meetings.
- The quorum required for business to be conducted at Management Committee meetings will be four Management Committee members comprising a minimum of two officers of the club and two other Management Committee members.
- The Management Committee will be responsible for adopting new policy, codes of practice and procedures that affect the organisation of the club.
- The Management Committee will have powers to appoint subcommittees as necessary and appoint advisors to the Management Committee as necessary to fulfil its business.
- The Management Committee will have powers to instigate internal procedures relating to breaches of member conduct. Such breaches may be subsequently referred to a disciplinary hearing by notification, in writing, to the Secretary. Refer to Section 9.
- 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. Refer to Section 9.

The Management Committee shall have powers to appoint a Management Committee member of the club between Annual General Meetings in the event of a resignation, dismissal or death of an elected Management Committee member.

The Management Committee shall have powers to honour any persons for services rendered or for other reasons by making them an Honorary Life President, Honorary Life Vice President or Honorary Life Member. All such persons shall be honorary members of the club and be entitled to receive notices of and to attend all General Meetings, events and functions of the club and have full voting rights. The Honorary Life President shall be entitled to attend any Management Committee Meeting with full voting rights. Affiliated members shall be appointed at the discretion of the Management Committee with **no voting rights**.

Players representing the club in competition and the Bournemouth and District Table Tennis Association league or any other league will be chosen by the Selection Committee to be appointed by the Management Committee. Team selection will be undertaken by the Selection Committee as final arbiter and shall reserve the right to make selection amendments as necessary during the course of the playing season.

## **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 31<sup>st</sup> May.

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

The bank shall hold details of the signatories of the Treasurer and up to three nominated Management Committee members.

Any cheques drawn against club funds shall be signed by the Treasurer together with one other signature from the other three nominated Management Committee members.

## **8. ANNUAL GENERAL MEETING**

Notice of Annual General Meetings (AGM ) will be given by the club Secretary. Not less than 21 clear days notice to be given to all members.

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

Nominations for officers of the club and other members of the Management Committee will be sent to the Secretary no later than 14 days prior to the date of the AGM.

Election of officers of the club and other members of the Management Committee are to take place at the AGM. Any member of the club may stand for office on the Management Committee, after a minimum period of membership of twelve months.

All members have the right to vote at the AGM with the exception of affiliated members.

The quorum for AGMs will be 10% of the membership with the right to vote.

Agreed changes to the constitution will take effect the day after the AGM.

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.

In accordance and compliance with Section 3 - "Membership" all affiliated members of the club may attend the AGM. **Such members to have strictly non voting rights.**

## **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 club'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 21 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 who the complaint was made within 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

## **10. DISSOLUTION**

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

In the event of dissolution, any assets of the club that remain will become the property of the English Table Tennis Association Limited **or some other club with similar objectives to those of the club.**

## **11. AMENDMENTS TO THE CONSTITUTION**

The Constitution will only be changed through agreement by majority vote at an AGM or EGM. Notice in writing shall be given to the Secretary no later than 14 days prior to the date of the AGM or EGM.

## **12. RULES OF THE CLUB**

Players will be expected in their dress and conduct to conform to the standards set by the National Governing Body, the Bournemouth and District Table Tennis Association or other linked Associations.

Club property shall be treated with reasonable care and consideration and will be kept in good condition. Items of equipment shall be returned to their place of storage following play.

Playing members wishing to take part in competitions organised by the Bournemouth and District Table Tennis Association shall complete the appropriate registration form and pay the appropriate registration fee before being considered eligible for selection.

Acceptance of entries for any competition or tournament organised by the club shall be at the discretion of the Management Committee.

Playing members shall make themselves familiar with the club Constitution and rules and also those of the Bournemouth and District Table Tennis Association or any other league Merton players are participating in with which they shall comply. Disciplinary action will be taken by the Management Committee on any member committing a breach of these rules.

All fully paid up members of the club are eligible to play in the club championships.

### **13. NEW MEMBERS**

Players wishing to join the club shall make an application to the Secretary. Acceptance or otherwise of a new member shall be decided by a subcommittee consisting of a maximum of two officers of the club and two other Management Committee members at a meeting convened for that specific purpose, of which any meeting must consist of a quorum of 3. Alternatively the subcommittee may use electronic means to reach its decision with regards of the application of a new club member.

### **14. VISITORS**

Shall be permitted use of the club facilities at the discretion of any Management Committee member bearing in mind the number of regular club members present wishing to play who shall be given priority.

Such visitors must be of a reasonable standard of play, be properly dressed and equipped to play the game.

Visitors shall pay a fee for the evening, as listed on the club notice board and their name and date of visit must be entered in the visitor's register.

### **15. DECLARATION**

The Merton Table Tennis Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

**RON WATSON**                      **Club Chair**    **Dated 29 June 2018**

**REINHARD LINDNER** **Club Secretary**    **Dated 29 June 2018**

**THE FOLLOWING APPENDICES ENCLOSED AS AN ADDENDUM TO THE CONSTITUTION ARE HEREBY INCORPORATED IN THE CONSTITUTION AND SHALL HAVE EFFECT AS SO INCORPORATED.**

**Appendix 1:** Definition and Roles of Honorary and Affiliated Members.

**Appendix 2:** Job Descriptions and Responsibilities.

## **APPENDIX 1 - DEFINITION AND ROLES OF HONORARY AND AFFILIATED MEMBERS.**

### **Honorary Life President -**

- Elder Statesman of the club
- Appointed by the Management Committee ( NB: post held for life )
- To represent the club as directed by the Management Committee or Chair
- Full voting , meeting attendance and playing rights.
- Entitled to attend Management Committee Meetings and vote (refer to Constitution Section 6)
- No membership fee attached to this position.

### **Honorary Life Vice President**

- Appointed by the Management Committee ( NB: post held for life )
- To perform the Life President responsibilities in his/her absence
- Full voting, meeting attendance and playing rights
- Not entitled to attend Management Committee Meetings unless already member of the Management Committee or substituting for Honorary Life President.
- No membership fee attached to this position.

### **Honorary Life Member**

- Appointed by the Management Committee (NB: post held for life)
- Full voting meeting attendance and playing rights
- Not entitled to attend Management Committee Meetings
- No membership fee attached to this position.

### **Affiliated Member**

- Person linked to the club by definition of activity undertaken in parallel.
- Position accepted and agreed by the Management Committee
- Entitled to attend all AGM or EGM meetings
- No voting rights

Affiliated members shall be appointed at the discretion of the Management Committee with **no voting rights. (CONSTITUTION ITEM 3. MEMBERSHIP).**

## **APPENDIX 2 - JOB DESCRIPTIONS**

**Club Chair** - To provide leadership and direction in working towards the aims and objectives of the club and the club action plan.

**Club Vice Chair** - To support the Chair and perform the Chair's responsibilities in his/her absence.

**Club Treasurer** - To organise and control the club finances in accordance with the club Constitution and committee decisions.

**Club Secretary** - To be the principle administrative officer and provide a link between members, the committee and outside agencies.

**Club Fixtures Secretary\*** - To co ordinate league match results with the Bournemouth and District Table Tennis Association Match Secretary.

**Club Coaching Officer** - To formulate and oversee the delivery of the club coaching programme.

**Club Welfare Officer** - To implement the English Table Tennis Association policies relating to child protection and equity.

**Club Publicity Officer\*** - To promote the club and its activities to members and outside organisations including media, sponsors and partners.

**Club Volunteer Coordinator\*** - To act as a focal point for volunteers within the club. To raise the profile of volunteering. To recruit volunteers and co ordinate the support the club offers to its volunteers.

**Club Competition Organiser\*** - To organise club competitions and co ordinate entry of the club teams and players into competitions.

**Club Duty Organiser\*** - To oversee the safe and appropriate use of the club venue and deal with all matters that come under the responsibility of the club in accordance with club policies.

**Club Development Officer\*** - To lead the planning, organisation and co ordination of the development of the club through the production and implementation of an action plan.

**Club Booking Officer\*** - To hire the club venue and oversee its use, including time allocation for the club activities and other events.

**Club Fundraiser\*** - To raise funds from indirect ( non table tennis ) activities by identifying sources of revenue ( including sponsorship ) to enhance club activities.

**Club Social Events Organiser\*** - To initiate, plan and organise non- playing events for club members, family and friends.

**Club Team Captain** - To co ordinate the participation of a designated team in the local league.

**St. James Institute Representative Member** - To represent the club at Institute meetings.

**Club Membership Secretary** – To record and maintain securely, the details of all club members, which will be held in a form as dictated by the Management Committee.

\* CURRENTLY THOSE NOT DEFINED BY MERTON TABLE TENNIS COMMITTEE.