

SOUTHPORT TABLE TENNIS CLUB

Constitution

(September 2012)

1. Name	2
2. Objects	2
3. Club Membership	2
4. Officers.....	2
5. Election of Officers	2
6. Club Committee	3
7. General Meetings	3
8. Alterations to the Constitution	4
9. Dissolution	4

SOUTHPORT TABLE TENNIS CLUB

Constitution

1. Name

- 1.1. The Club shall be known as the "Southport Table Tennis Club", hereafter referred to as "the Club" and shall be affiliated to the Southport & District Table Tennis League and the English Table Tennis Association.

2. Objects

- 2.1. To encourage healthy recreation in the local community by providing arrangements and facilities for playing table tennis.
- 2.2. The Club is committed to encouraging the highest ethical standards. All individuals involved in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

3. Club Membership

- 3.1. Membership of the Club shall be open to any person fulfilling requirements below:
 - 3.1.1. completing a membership application form
 - 3.1.2. paying the relevant subscription as determined by the Annual General Meeting of the Club Members
 - 3.1.3. upon the approval of the Club Committee
- 3.2. There shall be five classes of membership available. These are:
 - 3.2.1. Adult Full Member (paying the full-year membership fee and no match fees)
 - 3.2.2. Adult Casual Member (paying a nominal membership fee plus a match fee for each league and cup match played)
 - 3.2.3. Junior Member - under 18 years of age on 1st January of the current season - (paying the full-year membership fee and no match fees)
 - 3.2.4. Junior Casual Member - under 18 years of age on 1st January of the current season - (paying a nominal membership fee plus a match fee for each league and cup match played)
 - 3.2.5. Honorary Member
- 3.3. Only Adult Members may vote at General Meetings.

4. Officers

- 4.1. The Officers of the Club shall be the Chairperson, Secretary and Treasurer.

5. Election of Officers

- 5.1. All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Adult Members of the Club.
- 5.2. 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.

6. Club Committee

- 6.1. The affairs of the Club shall be controlled by a Club Committee consisting of the Officers of the Club and not less than 3, nor more than 5, other Members elected from, and by, the Adult Members of the Club.
- 6.2. No member may be appointed to the Club Committee until they have reached the age of eighteen, but the junior section may nominate one of their own as a non-voting representative at committee meetings.
- 6.3. The duties of the Club Committee shall be:
 - 6.3.1. To manage the affairs of the Club on behalf of the Members.
 - 6.3.2. 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 or independently examined before every Annual General Meeting. The Club shall maintain a bank account in the name of Southport Table Tennis Club. There shall be three members authorised to sign cheques (Treasurer, Chairperson and Secretary) and all cheques must be signed by no less than 2 of the signatories.
 - 6.3.3. 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.
 - 6.3.4. To co-opt additional members of the Committee if it is necessary. Co-opted members shall not be entitled to a vote on the Committee.
 - 6.3.5. The Secretary shall keep minutes of meetings and other records of the Club including an accurate membership list. The Secretary should also respond, on the Club's behalf, with the Southport and District Table Tennis League and any other bodies interested in the Club's business.

7. General Meetings

- 7.1. The Annual General Meeting of the Club shall be held each year prior to the start of the table tennis season. At least 21 days' notice of the Annual General Meeting shall be given to all the members of the Club. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before the meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 7.2. The business of the Annual General Meeting shall be to:
 - 7.2.1. Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - 7.2.2. Receive the audited accounts for the year from the Treasurer.
 - 7.2.3. Receive the report of the auditor/s or independent examiner/s.
 - 7.2.4. Receive the annual report from the Secretary or Chairperson.
 - 7.2.5. Elect the Officers of the Club (i.e. Chairperson, Secretary, Treasurer and other Club Committee Members).
 - 7.2.6. Elect an auditor/independent examiner.
 - 7.2.7. Review Club membership fees and match fees, and agree them for the forthcoming year.
 - 7.2.8. Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

- 7.3. Nomination of candidates for election of Officers may be made in advance of the Annual General Meeting or from the floor of the meeting. Nominations can only be made by Adult Members and must be seconded by another Adult Member.
- 7.4. Special General Meetings may be convened by the Club Committee or on receipt by the Secretary of a request in writing from not less than 6 Adult Members of the Club. At least 21 days notice of any Special General Meeting shall be given to all the members of the Club.
- 7.5. At all General Meetings, the chair shall be taken by the Chairperson or, in their absence, by a deputy appointed by the Club or by Adult Members attending the meeting.
- 7.6. Decisions made at a General Meeting shall be by a simple majority of votes from those Adult Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.
- 7.7. A quorum for a General Meeting shall be at least 7 Adult Members including at least 2 Officers of the Club.
- 7.8. Each Adult Member of the Club shall be entitled to one vote at General Meetings.

8. Alterations to the Constitution

- 8.1. 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 an Adult Member of the Organisation and seconded by another Adult Member. Such alterations shall be passed if supported by not less than two-thirds of those Adult Members present at the meeting, assuming that a quorum has been achieved.

9. Dissolution

- 9.1. 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.
- 9.2. If at that Special General Meeting, the resolution is carried by at least two-thirds of the Adult Members present at the meeting, the Club 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.
- 9.3. 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 organisation having objects similar to those of the Club.

This constitution was adopted at a General Meeting of Southport Table Tennis Club held at the RBS Offices, 35-37 Hoghton Street, Southport on 6 September 2012.