

# Telford Table Tennis Association

(Affiliated to Table Tennis England and Shropshire County T.T.A)

## CONSTITUTION

1. The Association is to be called “Telford Table Tennis Association”, hereafter called the “Association”
2. The Association shall be affiliated to Table Tennis England & Shropshire County T.T.A.
3. The Object of the Association to be:
  - a. To foster and promote organised Table Tennis within the Association’s boundary
  - b. To use its influence towards obtaining better facilities for the game
4. The Association shall be confined to League Clubs or Teams within eight miles of the Telford Boundary except that in exceptional circumstances this may be varied at the discretion of the Management Committee.
- 5 a. Government of the Association shall be by an elected Management Committee consisting of a Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, Divisional Secretaries and a maximum of six other Officers of which all shall have full voting rights except that:
  - i. Not more than two members of any Club shall have voting rights on the Management Committee at any one time, excluding Officers,
  - ii. The Chairman has one vote and a casting vote if necessary
- b. The Management Committee has the power to co-opt up to four members, but any member so co-opted shall not be able to vote.
- c. The Management Committee shall be empowered to appoint Tournament Secretaries, Umpire Secretary, Coaching Secretary, Press Officer and to form sub-committees
6. The duties of The Management Committee shall be:
  - a. To administer the rules of the Association
  - b. To consider all applications for membership and to compile the League in the best interests of the Association, also to set fixtures and playing seasons
  - c. To collect all appropriate fees, including any affiliations necessary to enable the Telford League to be compiled.
  - d. To deal with all claims, disputes and reports submitted by Clubs or Teams.
  - e. To call a General Meeting of the Association whenever it is desired
  - f. To deal with all matters which may arise, and in all matters the decision of the Management Committee is final

7. The Honorary Secretary's duties shall be to convene and attend all meetings, to conduct the correspondence of the Association and at all times to act under the direction of the Management Committee. When retiring from office all files and documents belonging to the Association which may be in the possession of the Honorary Secretary shall be handed over to the Chairman of the Association.
8. The Honorary Treasurer's duties shall be to receive all moneys belonging to the Association from whatever source derived, to bank all moneys in the name of the Telford Table Tennis Association, and to pay all accounts of the Association as directed by the Management Committee. A full account of the Association's moneys shall be kept, and when retiring from this office all books (duly audited), all documents and moneys belonging to the Association which may be in the possession of the Honorary Treasurer shall be handed over to the Chairman of the Association. Cheques for withdrawal of money from the bank shall be signed by the Honorary Treasurer and the Chairman or Honorary Secretary
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  - a. An Annual General Meeting shall be held at a date, to be fixed by the Management Committee, during the closed season.
  - b. At least thirty-five days notice shall be given, to each Club, before the Annual General Meeting, accompanied by a copy of the Agenda.
  - c. All officials of the Association (including the Honorary Auditor) shall be appointed at the Annual General Meeting, and if not present at the Annual General Meeting shall have given consent to nomination either verbally or in writing to a Management Committee member. All nominees except the Honorary Auditor are to have been in membership of the Association for at least 12 months.
  - d. All resolutions, proposed and seconded, shall only be accepted for the Annual General Meeting if submitted to the Honorary Secretary in writing at least 21 days before the date of the meeting.
  - e. The Honorary Secretary shall circulate proposed resolutions and the Balance Sheet 7 days before the date of the Annual General Meeting.
  - f. Attendance to any General Meeting shall be open to all registered members, and each affiliated team shall be entitled to one vote. Each Team must be separately represented; failure to comply forfeits the reduced price early payment offer for League Fees in the forthcoming season, unless a suitable apology is received at the General Meeting. Voting by proxy and block voting is not permissible.

- g. At least one-fifth of the total number of affiliated teams shall form a quorum for a General Meeting and at least 6 members plus a Chairman for a Management Committee Meeting.
  - h. The Management Committee shall meet at least three times during the playing season and as necessary at other times.
10. The financial year shall end on the last day of the playing season.  
'Please note:- End of year Accounts will include expenditure for the previous seasons trophy purchases.
  10. The Honorary Secretary of the Association shall, on receiving requisition signed by the Secretaries of one third of the teams in membership of the Association, convene a Special General Meeting.
  11. The Management Committee shall have the power to decide upon the number of divisions and sections which can effectively be controlled by the number of members at its disposal. Variation to the promotion and relegation of teams may be made at the discretion of the Management Committee.
  13. The Management Committee shall be empowered to impose fines and/or penalties as deemed appropriate for each individual case reviewed, for any breach of the rules or for any other offence which in its opinion may be deemed detrimental to the League or sport in general.
  14. a. All trophies belonging to the Association shall remain the property of the Association
  - b. Funds permitting, medals, badges or trophies to a maximum of 4 per team, shall be awarded to the winners and runners-up in each Division.
  - c. Funds permitting, medals, badges or trophies shall be awarded for what are, in the opinion of the Management Committee, the best performances of the season.
  15. a. The distinction of Honorary Life Member may be conferred for special or long service in connection with the Association
  - b. The distinction shall be conferred only at an Annual General Meeting
  - c. Candidates shall be nominated only by the Management Committee
  - d. The distinction shall carry within it the right to:
    - i. Attend all General Meetings of the Association, voting as an individual
    - ii. An annual free individual registration for any one Club in the Association.

16. The Constitution of the Association, or the contents thereof, shall not be altered except at Annual General Meetings or at a special General Meeting convened for such a purpose. Any alteration or amendment must be approved by a minimum of two-thirds of the members entitled to vote and present at such a meeting. This rule may be suspended, only for the purpose of dissolving the Association, if after notification being given of the special General Meeting less than two-thirds of the members entitled to vote are in attendance whereby a simple majority vote will suffice. Any moneys etc., belonging to the Association to be held in Trust under the supervision of Table Tennis England for a period of five years and then to be dispersed under the terms of the Table Tennis England Trust Fund.