



Table Tennis Club Constitution

1. The club will be called _____ Table Tennis Club and shall be affiliated to The Table Tennis Association of Wales Ltd trading as Table Tennis Wales (TTW)
2. The aims and objectives of the club will be:
 - To provide table tennis playing opportunities for local citizens.
 - To promote coaching.
 - To encourage players especially young players to become involved in TTW pathways.
 - To provide all its services in a way that is inclusive and fair to all including disadvantaged groups of all kinds.
 - To enter teams in appropriate competitions.
3. Membership shall be open to all and shall comprise of the Officers and members of the club.
4. All members will be subject to this constitution and any regulations set by the Management Committee and by joining the club will be deemed to accept same. All members will be affiliated to TTW and agree to be bound by its rules regulations policies procedures and codes of conduct. The officers will be entitled to refuse membership or exclude from membership any it considers to be in breach or disruptive or may bring the club or the sport into disrepute- see also section 19
5. Membership fees will be set annually and determined by the Management Committee
6. Fees will be paid annually in August each year
7. The Management Committee comprising the Officers who will be:
 - Chair
 - Vice Chair
 - Secretary
 - Treasurer
 - Child Welfare Officer
8. An Annual General Meetings will be held each year. Other general meetings may be called by the Chair or any 3 members acting together. Members each have one vote save in the event of tied voting the chair of the meeting has a second or casting vote. The quorum for Annual General Meetings shall be three members. Officers will be elected every 5 years at a general meeting. All officers will retire after 5 years but will be eligible for re-appointment. Officers may hold more than one post.
9. The club will be managed through the Management Committee. Each Officer has one vote save in the event of a tie the chair has a second or casting vote.
10. Management Committee meetings will be convened by the Secretary of the club or by any two officers acting together.
11. The quorum required for business to be agreed at Management Committee meetings will be two.

12. The Management Committee may set such rules and regulations and adopt such policies and procedures regarding the operation of the club as it sees fit.
13. The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
14. All club monies will be held in a bank account held in the name of the club.
15. The financial year of the club will be 1 April to 31 March.
16. Any cheques drawn against club funds should hold the signatures of any two officers.
17. 21 days notice of general meetings will be given. A meeting shall not be invalidated by an inadvertent failure to provide notice or where addresses of members cannot be traced. General meetings will receive a report from officers of the Management Committee and a statement of the financial position of the club including accounts.
18. Nominations for officers of the Management Committee may be made by any member.
19. (a) All complaints involving a child must be dealt with under the Club Child Welfare Complaints Procedure (attached).
- 19 (b) All complaints regarding other matters shall be submitted in writing to the Secretary or Chair. The Management Committee will appoint an independent Complaints Committee of at least two persons who shall not be members of the management committee. They may or may not be members of the club. The Complaints Committee shall allow for a personal hearing for the parties if they so require. It shall act in a fair and transparent manner to hear and adjudicate upon the complaint. It will endeavour to deal with matters within 6 weeks wherever possible unless delayed by It may call witnesses or seek written witness statements if required. Its decision shall be final. The Complaints Committee shall have power to issue reprimands or warnings, suspend a member or expel him/her from the club permanently temporarily for such period as it sees fit or to refuse entry. An appeal will lie to TTW within 7 days of notification of any decision. Such appeal must be in writing sent to the Chair of TTW and must be accompanied by a deposit of £100 (which will be refunded if TTW considers taking into account all the circumstances it is reasonable to do so). Such appeal will be considered by TTW in such manner as it sees fit as soon as practicable and its decision shall be final and binding on both club and complainant
20. A resolution to dissolve the club can only be passed at a general meeting. In the event of dissolution no assets shall be divided amongst the members but same shall become the property of the Table Tennis Association of Wales Ltd for its general purposes.
21. This constitution may only be changed through agreement by 75% majority vote of those personally present at a general meeting.
22. The Management Committee has the power to deal with anything not covered in this constitution.

Code of Conduct

All will always conduct themselves in a respectful courteous and dignified manner.
No person shall be under the influence of drinks or drugs.

