

# **CARMARTHEN TABLE TENNIS CLUB**

## **CONSTITUTION:**

### **1. NAME:**

The name of the club shall be "The Carmarthen Table Tennis Club" hereafter referred to as "CTTC" or the "Club".

### **2. OBJECTIVES:**

The objectives of the CTTC shall be to promote table tennis by all possible means at the Club's disposal, under the general direction of the COMMITTEE of the CTTC.

### **3. AFFILIATION:**

- a) The CTTC shall affiliate to the TABLE TENNIS ASSOCIATION OF WALES, the GLAMORGAN TABLE TENNIS ASSOCIATION and to the SWANSEA AND DISTRICT TABLE TENNIS ASSOCIATION for the purpose of entering competitions organised, supported or sponsored by those groups.
- b) The CTTC shall affiliate to any other table tennis association as seen fit by the committee or, where there is a dispute, by at least 51% of the membership of the Club.

### **4. MEMBERSHIP:**

- 4.1 a) The CTTC shall have three levels of membership: FULL MEMBERSHIP; JUNIOR MEMBERSHIP and ASSOCIATE MEMBERSHIP

- b) The Membership Subscription Year shall be 1st September to 31st August

#### **4.2 FULL MEMBERSHIP:**

- a) A person shall become a FULL MEMBER of the club on the payment of a fee, the amount of which is to be determined by the CTTC annually at its AGM. The fee shall cover one year's subscriptions and will be renewable.
- b) A person applying for membership shall be required to provide basic information as requested in a CTTC membership form.
- c) A FULL MEMBER of the CTTC shall enjoy full voting rights in any meeting of the CTTC. (see 7.2 and 7.3); and
- d) A FULL MEMBER shall hold a financial interest in the CTTC in the event of the dissolution of the CTTC, (see 8.2a, 8.2b, 8.2c and 8.2d - FINANCES).

#### 4.3 **JUNIOR MEMBERSHIP:**

- a) A person shall be eligible for Junior Membership, on request, if he or she is under the age of 18 at the start of the current Membership Year. Any fee for Junior Membership shall be determined by the AGM.
- b) A person applying for Junior membership shall be required to provide basic information as requested in a CTTC membership form.
- c) A person who holds Junior Membership of the club shall enjoy full voting rights in any meeting of the CTTC. (see 7.2 and 7.3)

#### 4.4 **ASSOCIATE MEMBERSHIP:**

- a) A person may be an ASSOCIATE MEMBER of the CTTC by attending the 'club' held weekly by the CTTC. They may at any time apply for Junior (see 4.3) or Full Membership (see 4.2) of the CTTC.
- b) An ASSOCIATE MEMBER will hold no rights in the affairs of the club.
- c) Associate membership will be at the discretion of the Chairman and/or the Committee of the CTTC. It is intended that all adult players will seek Full Membership, and Associate Membership shall only be granted to non-playing supporters and players who attend the Club very infrequently.
- d) A person applying for Associate membership shall be required to provide basic information as requested in a CTTC membership form.

4.5 The CTTC shall encourage any member of the Carmarthen Leisure Centre or any member of the public to attend the weekly 'Club' sessions of the CTTC.

#### 5. **OFFICERS:**

- 5.1 a) There shall be four OFFICERS of the CTTC. They shall be:- THE CHAIRPERSON; THE SECRETARY; THE SPECIAL EVENTS SECRETARY and THE TREASURER.

##### b) **THE CHAIRPERSON:**

It shall be the duty of the CHAIRPERSON to officiate at all meetings in the name of the CTTC and to act as a representative of the CTTC as and when required by the COMMITTEE.

The CHAIRPERSON shall have a casting vote at any ANNUAL GENERAL MEETING, COMMITTEE MEETING or SPECIAL GENERAL MEETING when a vote taken results in an equal number of votes FOR and AGAINST.

**c) THE SECRETARY:**

It shall be the duty of the SECRETARY to:-

- receive and dispatch correspondence on behalf of the CTTC;
- to inform all FULL and JUNIOR members of the CTTC of all activities or matters of importance to the CTTC;
- to notify all FULL and JUNIOR members of the CTTC of the AGM at least two weeks in advance of an Annual General Meeting or Special General Meeting and to supply copies of all relevant minutes, papers, nominations and proposed changes to the constitution at that time;
- to maintain a minute book or record of all meetings undertaken in the name of the CTTC;
- to report to the AGM on the findings of the AUDITORS report (see 10. AUDITOR).

**d) THE TREASURER:**

It shall be the duty of the TREASURER to:-

- receive all income on behalf of the CTTC, and to pay all invoices for goods or services that have been purchased in the interest of the CTTC;
- to maintain a set of accounts that registers all receipts and payments of the CTTC;
- to maintain a building society or bank account in the name of the "CARMARTHEN TABLE TENNIS CLUB" into which should be deposited all funds of the CTTC not needed for immediate use;
- to prepare and present a statement of accounts for the previous year to the AGM, and to have those accounts audited by a member (who is NOT an OFFICER or COMMITTEE MEMBER) prior to the AGM;
- to make available to the COMMITTEE such information from the accounts as is required to manage the CTTC; and
- to arrange and maintain a record of all members of the club and arrange annually to collect subscription fees from those who wish to remain members (see 8. FINANCES).

e) **THE SPECIAL EVENTS SECRETARY:**

It shall be the duty of the SPECIAL EVENTS SECRETARY to:-

- To liaise with other members of the committee on the organisation of any special events, including any special competitions;
- To ensure that any agreed special events are organised and run in accordance with the principals of the Carmarthen Table Tennis Club;
- To liaise with the Treasurer of the Club on the funding and charging for participants in any special event organised by the Club, and for the collection and passing of such fees as are applicable, to the Club Treasurer.

5.2 The OFFICERS shall be elected by the AGM, and serve for a period of one year. They may be nominated for re-selection.

**6. THE COMMITTEE:**

6.1 a) The COMMITTEE shall comprise of the OFFICERS of the CTTC and four FULL MEMBERS. The Chairperson shall have a casting vote.

b) It shall be the duty of the COMMITTEE members, who are not Officers, to advise and assist the OFFICERS of the CTTC in the running of the club on behalf of its members; and within the rules of the constitution.

c) No member may be elected as an OFFICER or COMMITTEE MEMBER of the CTTC without their explicit permission.

6.2 a) Committee meetings should be held at least three times per year and shall be convened by the SECRETARY.

b) A quorum for a COMMITTEE MEETING shall be 3.

c) At least one OFFICER of the CTTC shall be at each COMMITTEE MEETING.

d) The TREASURER and SECRETARY must be at any COMMITTEE MEETING where a purchase is to be authorised.

**6A LIFE PRESIDENT:**

6A.1 There shall be elected a 'Life President' of the Club. The election to fill this post shall take place at an AGM, SGM or an EGM. Once elected, the post holder shall hold that title in perpetuity, or until such time as a 75% majority of fully paid-up FULL members conclude that the title is no longer appropriate.

## **7. MEETINGS:**

- 7.1 a) The CTTC shall hold an ANNUAL GENERAL MEETING (AGM) during the month of JUNE each year.
- b) It shall be the purpose of the AGM to receive reports from all OFFICERS of the CTTC (see 5.1a); and to approve or reject the accounts of the previous year as submitted by the TREASURER.
- c) It shall be the purpose of the AGM to receive nominations for the posts of OFFICERS of the CTTC; and to elect, according to the vote to be taken, the OFFICERS for the following year.
- d) It shall be the purpose of the AGM to agree any changes to the CONSTITUTION of the CTTC, subject to 2 weeks notice (of the proposed change) being given to all FULL and JUNIOR members of the CTTC.
- e) Any proposed change to the CONSTITUTION must be informed to the SECRETARY a minimum of 4 weeks prior to the AGM. It must be in writing and be signed by the proposer and a seconder both of whom must be FULL MEMBERS of the CTTC.
- f) The Committee may prepare amendments to the Constitution and any such amendments must be notified to all FULL members prior to the beginning of the next AGM (or EGM/SGM.)
- g) It shall be the purpose of the AGM to deal with any other business that has been notified to the SECRETARY at least 4 weeks prior to the AGM.
- h) The CHAIRPERSON may decide that any other matter, that has not been notified within the requisite time but is of an urgent nature, may be put to the AGM.
- 7.2 a) A SPECIAL GENERAL MEETING (SGM) may be called by a request, in writing, to the SECRETARY. It must be supported, and signed, by at least 25% of those MEMBERS who hold voting rights (see 4.2 c and 4.3 c).
- b) An Extraordinary General Meeting (EGM) may be called by The Committee at any time.
- 7.3 a) A Quorum for an AGM, EGM or SGM shall be 12 in number or 20% of the Registered Membership (whichever) the lower is

## **8. FINANCES:**

- 8.1
- a) The financial year of the CTTC will be April 1st to March 31st of the following year.
  - b) The finances of the Club shall be supported through MEMBERSHIP SUBSCRIPTION (see 8.1c and 8.1d); by a nightly charge for LEAGUE TEAMS and by the levy of an hourly charge on club nights. These rates will be set annually at the AGM.
  - c) There shall be an annual rate of SUBSCRIPTION for FULL MEMBERS as determined by the AGM.
  - d) There shall be an annual rate of SUBSCRIPTION for JUNIOR MEMBERS that shall be determined by the AGM.
  - e) There shall be an annual rate of SUBSCRIPTION for ASSOCIATE MEMBERS that shall be determined by the AGM.
  - f) The funds of the CTTC shall be maintained by the TREASURER on behalf of the membership of the CTTC.
  - g) All goods or services purchased on behalf of the CTTC must be for the benefit of the club and its members.
  - h) Where a Member fails to pay their fees, particularly any fees paid on their behalf to Leagues or Associations or fines (see 9.2 e and 9.2 f), they shall become subject to the disciplinary procedure of the Club (see 10.5 and 10.6)
- 8.2
- a) Where the CTTC is no longer able to function it shall be the duty of an AGM, EGM or SGM to determine the method in which assets of the club are to be disposed (subject to 8.2 b and 8.2 c).
  - b) All FULL MEMBERS of the club are liable for the debts of the club.
  - c) All liabilities of the club shall be paid prior to any payments made under section 8.2a.
  - d) Only Full Members of the Club may vote in an AGM, EGM or SGM where the topic under discussion is the dissolution of the Club and, more specifically, where a decision has to be made on the sharing of Club debts or Club assets.

## **9. LEAGUE TEAMS**

- 9.1 a) Any FULL MEMBER may apply to the COMMITTEE of the CTTC to become a LEAGUE player subject to the following conditions:-
- i) That the MEMBER accepts the decisions of the COMMITTEE,
  - ii) The MEMBER's acceptance by the League or Association in which they wish to play.

**\*NB\*** It is not the intention of the COMMITTEE to dictate to League Players who they have to play with or in which TEAM they must fit. However members should recognise the difficulties that can arise when balancing the needs of individual players, availability of players and League considerations. Members who apply for consideration as a League Player may group themselves into a Team and seek the support of the Committee in joining a League.

- 9.2 a) All members of LEAGUE TEAMS playing under the auspices of the CTTC must be FULL MEMBERS of the club.
- b) A LEAGUE TEAM member must abide by all rules and regulations of the League or Association in which they play.
- c) Each TEAM shall have a TEAM CAPTAIN whose duty it shall be to:-
- take charge of the TEAM for whom he/she has been chosen as Captain,
  - maintain communication with the SECRETARY of the CTTC,
  - arrange payment to the Secretary of any League in which the TEAM plays, of any ASSOCIATION or LEAGUE fees payable prior to registration of that team,
  - to arrange for all nightly fees for home matches to be paid to the TREASURER of the CTTC,
  - to maintain communication with the Divisional Secretary of the Division/League in which the TEAM plays.
- d) Each LEAGUE TEAM shall choose its own Captain.

**\*NB\*** The COMMITTEE of the CTTC shall have no influence over the Division in to which a Team may be placed by any other League or Association. The COMMITTEE may give advice on the standard of players in any Team, to a League or Association, if requested.

- e) Each team shall be responsible for the payment of all fines imposed upon that Team, as a whole, by any League or Association to which they are affiliated (subject to 9.2 f) below.
  - f) Where a fine is imposed upon an Individual Player by a League or Association to which they are affiliated, the Individual Player shall be responsible for the payment of that fine
  - g) The Club may, at the discretion of the Chairman and Treasurer, advance the amount of any fine, from Club Funds, to the appropriate League or Association on behalf of the Team (9.2 e)) or Individual Player (9.2 f)), but only where the Chairman and Secretary are assured that the amount advanced will be paid back into the Club Funds within one month.
- 9.3 It shall be for the COMMITTEE of the CTTC to determine the "names" of the TEAMS to be entered into any League or Division to which the club is affiliated.
- 9.4 a) The choice of teams/players for entry to any League or Association shall be determined by the COMMITTEE of the CTTC at their first Committee Meeting after the Annual General Meeting.
- b) The COMMITTEE of the CTTC shall give consideration to any GROUP of players, with the consent of each of the players involved, who wish to be regarded as a TEAM. The number of players requesting such consideration may not be less than the minimum required to form a TEAM in the League/Competition being entered.

## **10. CONDUCT OF MEMBERS – COMPLAINTS & DISCIPLINARY HEARINGS**

- 10.1 All members shall conduct themselves in such a way as to ensure they do not, whilst they are playing at or on behalf of the Club, cause offence to any other member of the Club, any visitor to the Club, or any member of an opposing Team from another Club or League, or any Official of another Club, League or Association.
- 10.2 Actions which may be considered as offensive will include, but not be limited to:
- Abuse (sexual, racial, religious, physical, emotional)
  - Discrimination (sexual, racial, religious, physical, emotional)
- 10.3 Where a complaint is received by the Club which alleges that a Club Member has been offensive (as indicated by, but not restricted to the descriptions above), the Secretary shall arrange for the Committee to consider this complaint. In considering the complaint, The Committee may hear both written and verbal evidence from the parties involved and will make all reasonable effort to ascertain the views of the both parties.



10.4 Where the Committee concludes that a complaint has been substantiated, they may decide on the course of action, including exclusion from current and future membership of the Club, to take in respect of this finding.

10.5 Where a member fails to pay their due fees including any fines imposed by a League or National Association, the Secretary shall arrange for a Committee Meeting to consider the matter.

10.6 Where the Committee concludes that a Member has failed to pay their fees, they shall decide on the course of action, including exclusion from current and future membership of the Club, to take in respect of this finding.

**11. AUDITOR:**

11.1 a) The COMMITTEE shall appoint an AUDITOR during the month of March each year for the purposes specified in 11.2.

b) The AUDITOR may not be an OFFICER or COMMITTEE MEMBER of the CTTC.

11.2 The task of the AUDITOR shall be to:-

i) check all amounts listed in the accounts record, for the specified year, are supported by receipts or invoices;

ii) check that the totals presented for INCOME and EXPENDITURE are correct and as stated in the presentation of accounts by the TREASURER;

iii) check that all monies held on behalf on the CTTC are managed as recommended by the constitution;

iv) check that the balance at the year end is accurate according to the presented accounts and that the funds (as specified) are held as recommended by the constitution;

v) check that the inventory of equipment held by the CTTC is accurate and up to date;

vi) check that the statement of assets of the club is correct; and

vii) prepare a report to be presented to the COMMITTEE of the CTTC on aspects 11.2 i) to 11.2 vi) prior to the AGM.

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Signed as witnesses to the above constitution and as representatives of the club:

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
(Chairperson)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Secretary)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Treasurer)

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