

# The Repton Table Tennis Club

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## CONSTITUTION

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### 1 – NAME

This Club shall be known as the Repton Table Tennis Club, hereafter referred to as the Club

### 2 – AIMS

- To provide the opportunity for people to play Table Tennis
- To be open to all ages and abilities
- To contribute to the development of and to provide a focus for Table Tennis in Repton
- To provide opportunities to members including gaining qualifications and experience in all roles (i.e.; player, referee, coach, administrator etc)
- To be successful in improving individual and team playing standards and achievement of highest possible standards
- Efficient administration and communication

### 3 – MEMBERSHIP

- Open to anyone with an enthusiasm for activities and agrees to support the aims of the Club
- Open to any willing volunteer helper
- Where it is considered that membership would be detrimental to the aims and activities of the Club, the Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.

### 4 – COMMITTEE

The Club shall be administered by a committee, who will be elected for a period of up to a year, but may be re-elected at the Club's AGM

### 5- OFFICERS

The Club shall have a committee comprising:

- The Chairperson
- The Secretary
- The Treasurer
- The Child Protection Officer
- 0 or more additional Committee members

## 6 – MEETINGS

- The committee shall meet at least 3 times a year. Meetings shall allow the Club to discuss actions and monitor progress to date, and to consider future developments.
- Two-thirds of the committee must be present in order for a meeting to take place
- It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence.
- It shall be the responsibility of the Secretary or a designated deputy in his/her absence to record meeting minutes
- The AGM shall take no later than 3 months after the end of the financial year. At least 14 days' notice must be given before the meeting takes place.
- All members are entitled to vote at the AGM. Voting shall be made with a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.

## 7 – DUTIES OF OFFICERS

The Chairperson;

- To arrange and chair committee meetings
- To act as main contact between other bodies (various councils, sport & art organisations etc)
- Monitor the development and coordinate the activities of the club
- Carry out correspondence

The Secretary;

- Responsible for submitting information to the group
- Keep accurate and up to date records of all members names, addresses and medical details
- Notify all concerned of meeting dates & keep accurate records of session dates, distribute to all as needed
- Keep accurate records of any training required or undertaken
- Keep a full list of committee members
- To encourage at least 2 young members to be representative of their views

The Treasurer;

- Keep accurate record all monetary transactions and give account information at meetings
- Keep accurate records of session dates
- Co-sign checks with any other assigned members
- Record grants issued as restricted funds
- Arrange audits of the accounts for AGM
- Submit to the committee in writing a year-end financial report

The Child Protection Officer;

- To ensure all members are aware of the child protection procedures of the club
- Review and update the clubs code of conduct
- To record and keep a record of any child protection issues

## **8 – DISSOLUTION**

- The Club maybe dissolved if deemed necessary by the members in the majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the committee.

## **9 – AMMENDMENTS**

- The constitution shall be revised using the following method;
  - Proposed revisions shall be made by a committee member
  - Any member can forward a proposal to be submitted by a committee member
  - The membership will be advised at least one week prior to a special meeting or the AGM at which the proposal is to be discussed and voted on
  - Any changes can only occur following a majority vote

## **10 – CODE OF CONDUCT**

- All complaints and comments regarding the behaviour of the members must be submitted in writing to the secretary
- The committee will meet within 14 days of a complaint being lodged and a reply of outcome to the person who lodged the complaint to be made within 7 days of the hearing
- The committee has the power to appropriate action including termination of membership
- There is the right to appeal to the committee following disciplinary action being announced which will be considered within 14 days of the secretary receiving the appeal. Outcome of appeal will be delivered to appropriate persons within 7 days of this decision
- The appeal decision is final

## **Adoption of Constitution**

This constitution was adopted on the 29<sup>th</sup> May 2012 by:

Signed: Chairperson

Signed: Treasurer

Signed: Secretary:

Signed: Member:

Signed Member: