

DORSET TABLE TENNIS ASSOCIATION

Approved July 2015

NAME

- 1.1. The Association shall be called the Dorset Table Tennis Association.**

2 STATUS AND RELATIONSHIP WITH ETTA

- 2.1 The Association recognises the English Table Tennis Association Ltd ('ETTA') as the National Governing Body for table tennis in England.
- 2.2 The Association shall be the County Association for the ETTA County of Dorset as defined in ETTA Articles and Regulations.
- 2.3 The Association shall comply with ETTA Articles and Regulations. This Constitution is to be read as being consistent with ETTA Articles and Regulations and, in the event of any conflict arising, ETTA Articles and Regulations shall prevail.
- 2.4 The objects of the Association shall be to fulfil the functions of an ETTA County Table Tennis Association and to further the objects of ETTA in the County. In particular the Association shall act as the controlling and governing body for the sport in the County subject to any overriding decisions of the Board, assist and encourage the formation of table tennis leagues and clubs in the County and promote the sport in every possible way.
- 2.5 In this Constitution and any Regulations made hereunder words and phrases defined by the ETTA Articles and Regulations and not otherwise defined in this Constitution shall have the meaning assigned to them by the ETTA Articles and Regulations unless the context precludes such an interpretation.
- 2.6 No alteration to this Constitution shall take effect until approved by the Board.
- 2.7 In the event of the dissolution of the Association, any surplus assets remaining after discharge of liabilities shall automatically vest in ETTA.

3 AFFILIATION

- 3.1. Every organisation affiliated to ETTA and defined by ETTA as within the jurisdiction of the Association shall affiliate to the Association unless exempted by the Board.
- 3.2. An organisation or individual not directly affiliated to ETTA may apply to be directly affiliated to the Association if affiliated to ETTA through another organisation.
- 3.3. No individual or organisation may affiliate to the Association unless affiliated to ETTA.
- 3.4. Every applicant for affiliation shall complete the current affiliation form which shall be signed by or on behalf of the applicant.
- 3.5. Every organisation affiliated to the Association shall send to the General Secretary of the Association not later than 30 September a copy of its current Rules.

4 AFFILIATION FEES

- 4.3 Affiliation Fees shall be determined by the Annual General Meeting or an Extraordinary General Meeting.
- 4.4 Affiliation Fees shall be paid not later than 1st November Each Year.

5 GOOD STANDING

- 5.3 The Association shall without payment of fee accept into Good Standing the following, but no other, organisations:
- 5.1.1. Any organisation within the jurisdiction of the Association as defined by ETTA which is in Good Standing with the ETTA.
 - 5.1.2. Any County or Regional Association or organisation covering all or part of the ETTA County which is part of or affiliated to a national organisation in Good Standing with ETTA.
 - 5.1.3. Any County School Table Tennis Association, Schools League or School Club which is within the jurisdiction of the Association as defined by ETTA and is not affiliated.

6 OFFICERS

- 6.1 The Officers of the Association shall be: Chair, Vice-Chair, General Secretary, and Treasurer.
- 6.2 The Officers, Minutes Secretary, Welfare Officer, Publicity Officer, Coaching Officer and County Match Secretaries shall be elected by the Annual General Meeting and shall serve from the end of the meeting at which they are elected until the end of the Annual General Meeting following: they shall be eligible for re-election.

7 NATIONAL COUNCILLOR AND DEPUTY NATIONAL COUNCILLOR

- 7.1 In accordance with ETTA Articles and Regulations, between 1 May and 15 June in each year, the Executive Committee shall elect a National Councillor and may elect a Deputy National Councillor to represent the County from the following ETTA AGM to the following one, after considering all nominations submitted to them by Members of the Association.
- 7.1 The General Secretary of the Association shall send a copy of the ETTA official appointment form certified by the General Secretary and by a second person who must be the Chair, Vice-Chair or Treasurer to reach the ETTA by 20 June.

8 MANAGEMENT

- 8.1 The affairs of the Association shall be managed, subject to the control of the Annual General Meeting, by an Executive Committee consisting of the Officers, National Councillor and **one** representative appointed by each Local League.
- 8.2 The Executive Committee may co-opt not more than three other members of the Association. Co-opted members shall have the right to vote.
- 8.3 The Executive Committee may fill a Casual Vacancy in any Office or on the Executive Committee until the next Annual General Meeting.
- 8.4 The Executive Committee shall meet at least quarterly.
- 8.5 At least seven days' notice in writing to the place, date and time of every meeting shall be sent to every member of the Executive Committee.
- 8.6 The quorum of the Executive Committee shall be five.
- 8.7 In the absence of Chair and Vice-Chair the Executive Committee shall elect one of its members to take the chair for the meeting.
- 8.8 Every question at a meeting of the Executive Committee shall be determined by a majority of the members present and voting, each member having one vote. In the case of an equality of votes the chair of the meeting shall have a second or casting vote.
- 8.9 The Executive Committee may make Regulations to cover such matters not dealt with in this Constitution as it thinks fit.
- 8.10 The Executive Committee may appoint such sub committees as it thinks fit and may delegate any of its duties and powers to them.

9 ANNUAL GENERAL MEETING

- 9.1 The Association shall hold an Annual General Meeting (AGM) in June or July.
- 9.2 The General Secretary of the Association shall give at least fourteen days' notice in writing of the place, date and time of a General Meeting together with the Agenda, to the Officers, the National Councillor, the Deputy National Councillor (if any) and the General Secretary of each affiliated organisation.
- 9.3 Each Local League shall appoint an Accredited Representative to attend each General Meeting and cast its votes.
- 9.4 The Officers, each co-opted member of the Executive Committee, National Councillor and Accredited Representative of Local Leagues may attend, speak and vote. All other Members may attend and, with the permission of the Chair, speak but may not vote.
- 9.5 The following items shall be included in the AGM Agenda: (1) Minutes of the previous AGM (2) Minutes of any EGM held since the previous AGM (3) Annual Report of the Executive Committee (4) Statement of Accounts (5) Propositions (if any) to alter the Constitution (6) motions of which the General Secretary has received notice in writing not later than the 14 May (7) Election of Officers (8) Election of Executive Committee Members (9) Appointment of a suitable person to check the accounts in accordance with Section 11.4.
- 9.6 Motions not included in the Agenda shall not be voted upon except with permission of the chair.
- 9.7 Voting may be by show of hands of those entitled to vote but before or immediately after a show of hands vote any person entitled to vote may require voting to be by poll instead.
- 9.8 When voting is by poll each Officer, the National Councillor and each co-opted member of the Executive Committee shall have one vote and each Local League shall have one vote.

10 EXTRAORDINARY GENERAL MEETING

- 10.1 An Extraordinary General Meeting (EGM) shall be convened on a resolution of the Executive Committee or within 28 days after receipt by the General Secretary of a requisition signed by two Local Leagues stating the business to be transacted at the meeting.
- 10.2 Section 9, except clauses 9.1. and 9.5. shall apply to an EGM.
- 10.3 An EGM shall transact only such business as is specified in the resolution or requisition convening it.

11 FINANCE

- 11.1 The funds of the Association shall be kept at a Bank or invested in a Building Society or other security approved by the Association.
- 11.2 The Executive Committee shall appoint the persons authorised to sign cheques etc, drawn on Bank, Building Society and other accounts and they shall be signed by at least two such persons.
- 11.3 The Financial Year of the Association shall end on 31 May.
- 11.4 The AGM shall appoint a suitable person, who is not a member of the Executive Committee, to check the accounts of the Association annually and report on them to the next AGM.
- 11.5 All income and property of the Association from whatever source derived shall be applied solely to the promotion of the objects of the Association.

12 DISCIPLINE

- 12.1. A member shall not do or cause to be done anything deliberately harmful to the Association nor likely to bring the Association or the sport of table tennis into disrepute.
- 12.2. A Member shall not without good and sufficient cause
- 12.2.1. absent himself from the hearing of any allegation or appeal after having been requested with reasonable notice to attend:

- 12.2.2 refuse or neglect to answer any question put to him in connection with such allegation or appeal if directed to answer by the chair of the adjudicating body.

13 DISCIPLINARY COMMITTEE

- 13.1. At its first meeting following the Annual General Meeting the Executive Committee shall appoint a Disciplinary Committee consisting of five persons, one of whom it shall designate as Chair.
- 13.2. Members of the Disciplinary Committee shall (unless they resign) serve until the appointment of their successors. Casual vacancies shall be filled by the Executive Committee.
- 13.3. A decision may be taken by not less than three members, all of whom must have been present throughout the hearing.
- 13.4. Any member of the Committee having an interest in a matter to be discussed must declare that interest as soon as he/she is aware of it, and must not be present in his/her capacity as a member of the Disciplinary Committee during the transaction of the business.
- 13.5. If fewer than three members are available owing to illness, declaration of interest or other reason the Executive Committee shall appoint sufficient temporary members to make up to three, such members serving only for the particular matter for which they are appointed.
- 13.6. The Disciplinary Committee shall deal with any allegation of a breach of the Constitution or Regulations of this Association.
- 13.7. Any allegation of a breach of the Constitution or Regulation must be made in writing to the General Secretary specifying the nature of the alleged breach, the name of the member or organisation alleged to be in breach and the approximate date and place of the alleged breach.
- 13.8. The Disciplinary Committee shall follow the procedure laid down by ETTA Disciplinary Regulations.
- 13.9. If a formal allegation is proved to its satisfaction the Disciplinary Committee shall have the power to impose on the member or organisation found to have committed the breach one or more of the following sanctions:
 - 13.9.1. a suspension from the privileges of membership of this Association either indefinitely or for a stated period.
 - 13.9.2. a fine.
 - 13.9.3. formal censure.
- 13.10. The General Secretary shall notify the member or organisation in writing within fourteen days. If the allegation has been found proved, the General Secretary shall at the same time notify the member or organisation of the Right of Appeal under ETTA Articles and Regulations and enclose a copy of the relevant provisions.
- 13.11. Where the sanction imposed is suspension the ETTA General Secretary shall be notified. Such suspension shall be enforced by all bodies within the jurisdiction of this Association. The suspended person or organisation shall be deprived of the privileges of membership of or affiliation to the Association and any Local League or Directly Affiliated Club affiliated to the Association, but not of the privileges of membership of or affiliation to the ETTA enjoyed outside the jurisdiction of the Association.

14. RIGHT OF APPEAL

- 14.1. ETTA Articles and Regulations provide Affiliated Organisations and Affiliated Individuals with a Right of Appeal in certain circumstances.
- 14.2. Where a Right of Appeal to the Association is exercised, the Association shall take all reasonable steps to ensure the Appeal is fairly and expeditiously heard and decided in accordance with ETTA Articles and Regulations.

- 14.3. Where a Right of Appeal against the Association is exercised, the Association shall take all reasonable steps to ensure its case fairly and expeditiously presented in accordance with Etta Articles and Regulations.

15. MATTERS NOT COVERED BY THE CONSTITUTION

- 15.1. Any question or matter arising which is not provided for in this Constitution shall be dealt with by the Executive Committee.

16. ALTERATION OF THE CONSTITUTION

- 16.1. This Constitution may be altered only by decision of an AGM or of an EGM convened for the purpose and the amendment shall be subject to the approval of the ETTA Board.
- 16.2. Propositions for such alterations to be considered by the next AGM shall be submitted in writing to reach the General Secretary not later than 1 April.
- 16.3. All propositions so received shall be circulated to all Local Leagues and Directly Affiliated Clubs affiliated to the Association not later than 30 April.
- 16.4. Amendments or alternative propositions dealing with the same subject matter shall be accepted for consideration by the AGM if submitted in writing and received by the General Secretary not later than 14 May.
- 16.5. Propositions for such alterations to be considered by an EGM shall be submitted to the General Secretary in writing together with the requisition for the EGM.
- 16.6. Before any resolution altering this Constitution shall be declared carried at least two thirds of the total votes cast must be in favour of that resolution.