
Chatham Table Tennis Club



CONSTITUTION

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Adopted on theday ofin the year 2001

A Name

The name of the Club is the **CHATHAM TABLE TENNIS CLUB** (referred to hereon as “the Club”)

B Administration

Subject to the matters set out below the Club and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause **H** of this constitution (“the Executive Committee”)

C Objectives

Chatham Table Tennis Club was founded to promote the sport of Table Tennis as a worthwhile and rewarding sporting pursuit, to provide a facility for players of all ages and of all standards to enjoy the game whether it is in a competitive sense or purely for recreational purposes.

Within that main framework, the club is committed, in particular, to encouraging and attracting younger players to the game and to develop their skills through planned and organised coaching

In order to realise this, the Club’s objectives are:

1. To introduce and maintain high standards of behaviour which are conducive to a well-organised and respected Club
 2. To uphold the desired good image as worthy ambassadors of the sport of Table Tennis
 3. To recognise and practice the accepted courtesies and good sportsmanship
 4. To provide a lead and good example to other associate clubs
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D Powers

In furtherance of the Objectives but not otherwise, the Executive Committee may exercise the following powers:

1. The power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
2. The power subject to any consents required by law to borrow money and to charge all or any part of the property of the Club with repayment of the money so borrowed;
3. The power to employ such staff and/or external services (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objectives. The power to co-operate with other clubs, charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or of similar purposes and to exchange information and advice with them;
4. The power to support any charitable trusts, Clubs or institutions formed for all or any of the objectives;
5. The power to appoint and constitute such advisory committees as the Executive Committee may think fit;
6. The power to do all such other lawful things as are necessary for the achievement of the objectives.

E Club Membership

1. All persons interested in furthering the objectives and have paid any annual subscription as may be laid down by the Executive Committee from time to time, shall be accepted as members of the Club within any one of 3 categories: Junior Member (under 18) Adult Member, Senior Member (60 or over)
2. Any body corporate or unincorporated Club which is interested in furthering the objectives and have paid any annual subscription as may be laid down from time to time by the Executive Committee, shall be accepted as members of the Club (hereon referred to as a "member organisation")
3. All such members and member organisation representatives shall each have one vote at the Annual General Meeting and at any Special General Meeting.
4. The Executive Committee may unanimously and for good reason terminate the membership of any individual or member organisation: provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the

right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

F Honorary Officers

At the Annual General Meeting of the Club the members shall elect from amongst themselves a Chairperson, a Secretary, a Treasurer who shall hold office from the conclusion of that election

G Executive Committee

1. The Executive Committee shall consist of the following:
 - (a) The Honorary Officers as specified in the preceding clause **F**
 - (b) Up to 2 representatives of the junior section of the Club
 - (c) Up to 3 other adult members of the Club
2. Meetings of the Executive Committee shall also, from time to time, invite other specialist or interested persons who will be non-voting as follows:
 - (a) A representative of the Medway Council
 - (b) Any additional ad-hoc members who may be co-opted by the Honorary Officers as may be necessary provided the number co-opted does not exceed one third of the total number of members of the Executive Committee.
3. The Executive Committee may from time to time appoint sub-committees as required. The Executive Committee must ratify any decisions made by such a sub-committee.
4. All the members of the Executive Committee shall retire from office together at the end of the AGM next after the date on which they came into office but they may be re-elected or re-appointed to that office or another office
5. The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
6. No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing in the minute book of the Executive Committee, a declaration of acceptance and of willingness to act in the trusts of the Club.

H Determination of Membership of the Executive Committee

A member of the Executive Committee shall cease to hold office if he or she:

1. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs.
2. Is absent without the permission of the Executive Committee from all their meetings within a period of six months and the Executive Committee resolve that his or her office be vacated: or
3. Notifies to the Executive Committee a wish to resign (but only if at least 3 members of the Executive Committee will remain in office when the notice of resignation is to take effect)

I Executive Committee Members not to be personally interested

1. Subject to the provisions of sub-clause 2. of this clause, no member of the Executive Committee shall receive remuneration or be interested (other than as a member of the Executive Committee) in any contract entered into by the Executive Committee.
2. Any member of the Executive Committee for the time being is a solicitor, accountant, ETTA Qualified Coach, or other person engaged in a profession, may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by other members of the Executive Committee to act in a professional capacity on behalf of the Club: Provided that at no time shall a majority of the members of the Executive Committee benefit under this provision and that a member of the Executive Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.

J Meetings and proceedings of the Executive Committee

1. The Executive Committee shall meet as deemed as necessary but not less than four times annually for which at least fourteen days clear notice must be given to Executive Committee members.
2. The Chairperson shall act as chairperson at the meetings and if he or she is absent the members of the Executive Committee present shall choose one of their number to chair the meeting before any business is transacted
3. A quorum for meetings shall consist of four members of the Executive Committee.
4. Voting decisions for meetings of the Executive Committee shall be determined by a majority of votes of the members of the Executive Committee present who do vote on the question. In the case of equality of votes the Chairperson shall have a second or casting vote.

5. The Executive Committee shall keep minutes in a book kept for that purpose of the proceedings of meetings of the Executive Committee and any sub-committee.
6. A Executive Committee member not attending three successive meetings without reasonable excuse shall be notified in writing that they may be excluded from the Executive Committee
7. The Executive Committee may from time to time make or alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

K Receipts and Expenditure

1. The funds of the Club including all donations contributions and bequests shall be paid into an account operated by the Executive Committee in the name of the Club at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.
2. The funds belonging to the Club shall be applied only in furthering the objectives.

L Property and/or Investments

1. Subject to the provisions of sub-clause 2. of this clause the Executive Committee shall cause the title to all investments held by or on behalf of the Club
2. If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Club, the Executive Committee may permit any investments held by or in trust for the Club to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Executive Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

M Accounts

The Executive Committee shall comply with their obligations with regard to:

1. the keeping of accounting records for the Club;
2. the preparation of annual statements of account for the Club; and
3. the auditing or independent examination of the statements of account of the Club; and
4. the transmission of the statements of account of the Club to the members.

N Annual Report

The Executive Committee shall comply with their obligations with regard to the preparation of an annual report and its transmission to the members

O Annual Return

The Executive Committee shall comply with their obligations with regard to the preparation of an annual return and its transmission to the members

P Annual General Meeting

1. There shall be an Annual General Meeting of the Club which will take place within fourteen months of the previous Annual General Meeting
2. Every Annual General Meeting shall be called by the Executive Committee and the Secretary shall give at least 28 days notice to all members of the Club who shall be entitled to attend and vote at that meeting
3. The Executive Committee shall present the report and accounts of the Club for the preceding year
4. The Members of the Executive Committee shall retire at the Annual General Meeting but shall be eligible for re-election
5. Nominations for election to the Executive Committee must be made by members of the Club in writing and must be in the hands of the Secretary of the Executive Committee at least fourteen days before the Annual General Meeting. All nominations must have the nominee's prior agreement and include a named proposer and seconder who shall both be members. Should nominations exceed vacancies, election shall be by ballot.

Q Special General Meetings

The Executive Committee may call a special general meeting of the Club at any time. If at least four members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 28 days notice must be given. The notice must state the business to be discussed.

R Procedure at General Meetings

1. The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Club
2. There shall be a quorum when at least one tenth of the number of members of the Club for the time being or ten members of the Club, whichever is the greater, are present at any general meeting

S Notices

Any notice required to be served on any member of the Club shall be in writing and shall be served by the Secretary or the Executive Committee or any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within ten days of posting

T Alterations to the Constitution

1. Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution setting out the terms of the alteration proposed.
2. No amendment may be made to clause **A**, clause **C**, clause **I**, clause **U** or this clause
3. No amendment may be made which would have the effect of making the Club cease to remain legal
4. The Executive Committee should promptly send to all members a copy of any amendment made under this clause.

U Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve the Club it shall call a meeting of all members of the Club of which not less than 28 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting, the Executive Committee shall have power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objectives similar to those of the Club as the members of the Club may determine or, failing that, shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Club must be sent to the members

V Arrangements until first Annual General Meeting following the writing of this Constitution

Until the first Annual General Meeting takes place this Constitution shall take effect as if references in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.

This Constitution was adopted on the date mentioned on page 1 by the Honorary Officers of the Executive Committee whose signatures appear at the bottom of this document.

Signed

