

CRAMLINGTON TABLE TENNIS CLUB CONSTITUTION

1. Title

- 1.1 The Club shall be called “CRAMLINGTON TABLE TENNIS CLUB”, hereafter to be referred to as “the Club” and shall be affiliated to the Northumberland Table Tennis Association and the English Table Tennis Association.

2. Objects

- 2.1 The promotion of community participation in healthy recreation by the provision of facilities for playing table tennis.

3. Membership

- 3.1 Membership of the Club shall be open to any person completing a membership application form and paying the relevant subscription as determined by the Annual General Meeting of the Club Members.
- 3.2 Junior members, under the age of 18, are allowed to attend general meetings but are not allowed voting rights.
- 3.3 There shall be four of classes of membership available. These are:
- 3.3.1 Full Member – Class A membership for those who regularly represent the Club in competition.
 - 3.3.2 Junior Member (Under 18 years of age)– Class A membership for those who regularly represent the Club in competition.
 - 3.3.3 Full Member – Class B for those who regularly use the Club playing facilities but do not normally represent the Club in competition.
 - 3.3.4 Junior Member (Under 18 years of age)– Class B for those who regularly use the Club playing facilities but do not normally represent the club in competition
 - 3.3.5 Full Member - Class C membership for those who do not normally use Club playing facilities, in particular for families of members in other classes.
 - 3.3.6 Junior Member (Under 18 years of age)– Class C membership for those who do not normally use Club playing facilities, in particular for families of members in other classes.

4. Officers

- 4.1 The Officers of the Club shall be a Chairman, Secretary and Treasurer.

5. Election of Officers

- 5.1 All Officers shall be elected at he Annual General Meeting of the Club, from, and by, the Members of the Club.
- 5.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

6. **Executive Committee**

- 6.1 The affairs of the Club shall be controlled by an Executive Committee comprising of the Officers of the Club and not more than 6 other Members elected from, and by, the Full Members of the Club. The Executive Committee shall meet at agreed intervals and not less than four times per year.
- 6.2 No member may be may be appointed to the Executive Committee until they have reached the age of eighteen.
- 6.3 The duties of the Executive Committee shall be:
 - 6.3.1 To control the affairs of the Club on behalf of the Members.
 - 6.3.2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be audited or independently examined before every Annual General Meeting. The Club shall maintain a bank account in the name of Cramlington Table Tennis Club. There shall be four members authorised to sign cheques (Treasurer, Chairman, Secretary and one other member of the Executive Committee) and all cheques must be signed by no less than 2 of the signatories.
 - 6.3.3 To co-opt additional members of the Committee if it is necessary. Co-opted members shall not be entitled to a vote on the Committee.
 - 6.3.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

7. **General Meetings**

- 7.1 The Annual General Meeting of the Club shall be held not later than the end of August each year. At least 21 days' notice of the annual general meeting shall be given to all the members of the Club. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 7.2 The business of the Annual General Meeting shall be to:
 - 7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - 7.2.2 Receive the accounts for the year from the Treasurer.
 - 7.2.3 Receive the report of the auditor/s or independent examiner/s.
 - 7.2.4 Receive the annual report of the Committee from the Secretary or Chairman.
 - 7.2.5 Elect an auditor/independent examiner.
 - 7.2.6 Elect the Officers of the Club (i.e. Chairman, Secretary, Treasurer and other Executive Committee Members).

7.2.7 Review Club subscription rates and agree them for the forthcoming year.

7.2.8 Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

7.3 Special General Meetings may be convened by the Executive Committee or on receipt by the Secretary of a request in writing from not less than 6 Full Members of the Club. At least 21 days notice of the meeting shall be given.

7.4 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.

7.5 At all General Meetings, the chair will be taken by the Chairman or, in their absence, by a deputy appointed by the Club or by Full Members attending the meeting.

7.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairman shall be entitled to an additional casting vote.

7.7 A quorum for a General Meeting shall be at least 8 Full Members including at least 2 Officers of the Club.

7.8 Each Full Member of the Club shall be entitled to one vote at General Meetings.

8. **Alterations to the Constitution**

8.1 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.

8.2 No amendment may be made to clause 1 (the name of the charity clause), clause 2 (the objects clause), clause 9 (the dissolution clause), or this clause without the prior consent in writing of the Commissioners.

8.3 No amendment may be made which would have the effect of making the Charity cease to be a charity at law.

8.4 The Executive Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

9. **Dissolution**

9.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

9.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the Executive Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

- 9.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other charitable organisation having objects similar to those of the Club.

This amended constitution was adopted at a General Meeting of Cramlington Table Tennis Club held at Cramlington Sporting Club 16 December 2002

Signed ----- Alan Hedley, Chairman

Signed ----- Sally Ann Shotton, Secretary