

Sheffield Table Tennis League Constitution

(Updated 30 June 2022)

1 Name

The league shall be called the Sheffield Table Tennis League (STTL), and shall be affiliated to Table Tennis England and the South Yorkshire County Table Tennis Association (SYCTTA).

2 Aims and objectives

The STTL is a non-profit making organisation, which aims to: -

- a) promote and develop all aspects of table tennis in and around the Sheffield area
- b) control and organise competitions between clubs in the STTL
- c) organise individual tournaments for players registered with the STTL
- d) encourage and promote coaching of table tennis
- e) abide by the Child Protection Policies of Table Tennis England
- f) operate fairly without any form of discrimination.

3 Management structure

- a) The management of the STTL shall be controlled by the Executive Committee comprising of the following officers:- President, Chairman, Vice-Chairman, General Secretary, Treasurer, Competition Secretary, 3-a-side Secretary, Publicity Officer, Schools Liaison Officer, Junior League Secretary, Sheffield Closed Secretary, Handbook Secretary, Minutes Secretary, Summer League Secretary, Social Secretary, Webmaster, Coaching Secretary, Development Officer, and up to six other members all to be elected at the Annual General Meeting.
- b) Nominations for the elected members of the Executive Committee should be made by STTL members and submitted to the General Secretary on or before 30 April. If there are fewer nominations as at 30 April than positions on the Executive Committee, the election of those nominated is automatic. Nominations and voting for the remaining positions shall be at the AGM.
- c) Sub-committees shall be formed as required for Tournaments, Formation of divisions, Technical, Venues and Finance.
- d) The President of the STTL shall be elected for a term of two years at the AGM, from nominations submitted by the Executive Committee. The President shall promote the activities and interests of the STTL and be a representative of the STTL on formal occasions. The President is a member of the Executive Committee. Nominations for the President should be made by STTL members and submitted to the General Secretary on or before 30 April, for consideration by the Executive Committee.
- e) Life Vice-Presidents shall be appointed by the Executive Committee in recognition for special or long service to the STTL. They are not members of the Executive Committee and have no voting

rights. Nominations for a Life Vice-President should be made by STTL members and submitted to the General Secretary on or before 30 April.

4 Meetings

a The Annual General Meeting (AGM)

The AGM shall be held before 30 June of each year, as far as is practicable. Each club shall be represented at the AGM and shall be entitled to one vote for each team registered with the League, excluding the Junior League. The quorum for the AGM shall be 50% (rounded up) of clubs registered in the STTL. Any suggested alterations or amendments to the STTL Constitution or STTL Rules, or any other proposition, must be given in writing to the General Secretary on or before 30 April. The Executive Committee

will make a preliminary examination of all proposed amendments at a meeting after that date. Any further amendments, deemed necessary by the Executive Committee, may be included in the list of proposed amendments submitted to clubs prior to the AGM.

b Executive Committee Meetings

The Executive Committee shall meet on the scheduled dates and after League Meetings when necessary. The quorum for Executive Committee Meetings shall be five members.

c League Meetings

A League Meeting consisting of members of the Executive Committee and bona fide members of each club will be held as scheduled in the Handbook. Each club shall be represented at all League Meetings and shall be entitled to one vote for each team registered with the League, excluding the Junior League. The quorum for League Meetings shall be 50% (rounded up) of clubs registered in the STTL. A written apology would be considered by the Executive Committee, where playing commitments preclude a bona fide representative from attending. The attendance register shall be called at the end of the presentation of the officers' reports. Permission from the Chair should be sought by members if leaving before the close of the meeting.

d The Appeals Panel

The Appeals Panel shall be elected at the AGM, consisting of five persons of known impartiality, to hear appeals from clubs or individuals, who feel aggrieved at a decision of the Executive Committee. The quorum for the Appeals Panel shall be three people. Notice of an appeal must be lodged with the General Secretary in writing within seven days of the decision in question. Each appeal must be accompanied by a deposit of £20, which will be forfeited if the appeal is turned down. The Appeals Panel shall hold a meeting, as soon as possible after the appeal has been made, to hear representations, in person, from the Executive and the appellant. Written statements from the Executive and the appellant shall be given to the Appeals Panel prior to the meeting. Written or oral statements from a third party shall not be considered.

The verdict of the Appeals Panel is final.

e Special General Meetings

A Special General Meeting may be convened on the written request of at least ten clubs or by seven members of the Executive Committee. The meeting shall then be held within thirty days of receipt of the request, and seven days' notice must be given by the STTL of the venue and agenda. Each club shall be represented at the meeting and shall be entitled to one vote for each team registered with the STTL. The quorum for the Special General Meeting shall be 50% (rounded up) of clubs registered in the STTL. Any amendments to the STTL Constitution or STTL Rules passed at a Special General Meeting shall not apply to the current season in question, except at the discretion of the Special General Meeting. At all the above meetings, the Chairman may exercise the casting vote in the event of equality of votes. Changes to the STTL Constitution can only be made at the AGM or at a Special General Meeting.

f Complaints and Disciplinary Procedure

Complaints against a club or individual should be addressed to the General Secretary or Chairperson within fourteen days of the incident. The complaint will be dealt with in accordance with the disciplinary policy.

5 Membership of the STTL

a) Membership of the STTL shall be open to clubs within a ten mile radius of the centre of Sheffield, although the Executive Committee may accept other clubs if membership is deemed to be in the best interests of the STTL.

b) Clubs seeking membership of the STTL should complete an application form to be given to the Handbook Secretary on or before the AGM each year. The Handbook Secretary will send a reminder to each existing club that has not made an application for entry by the AGM. Application after the AGM should be accompanied by a late entry fee of £5. The closing date for late entries will be 8 July. Entries after 8 July will only be considered for membership of the STTL to fill existing vacancies in the lowest division, unless deemed otherwise by the Executive Committee. Clubs may not be accepted for membership of the STTL if their accounts for the previous season have not been settled. Any club being excluded for this reason will, at the discretion of the Executive Committee, be considered for re-entry to the STTL the following year, subject to their application being received on or before 8 July of that year, and their accounts being cleared. Where possible these teams will be reinstated in the division in which they were previously, unless they were candidates for relegation in that season, in which case they will be considered for the next lower division.

c) Clubs must provide suitable playing facilities to the satisfaction of the Executive Committee. The table shall be clearly marked for doubles matches.

d) Clubs must advise the Competition Secretary, the General Secretary and all opponents of changes to the secretary, premises, playing night etc., and confirm the changes at the next possible League Meeting.

6 Finance

a) The Treasurer shall be responsible for the finances of the STTL.

b) The funds of the STTL shall be deposited as approved by the Executive Committee and withdrawals from these funds must be signed by the Treasurer and the Chairman. c) A registration fee for players, together with an affiliation fee for each team, shall be paid annually to the STTL at a rate agreed at the AGM.

d) Teams registered with the STTL, as a consequence of the membership, have agreed to pay the appropriate annual affiliation SYCTTA fee.

e) Teams and players registered with the STTL shall pay fines and fees as agreed at the AGM.

f) An honorarium, the amount of which shall be proposed by non-recipient members of the Executive Committee and approved annually at the AGM, shall be paid each year from the STTL funds, to the General Secretary, the Treasurer, the Handbook Secretary, the Competition Secretary, the Social Secretary, the 3-a-side Cup Secretary, the Minutes Secretary, the Junior League Secretary, the Sheffield Closed Secretary and the Webmaster.

g) The accounts shall be audited by one or more suitably qualified persons who are not members of the Executive Committee and who shall be elected at the AGM. h) The Treasurer shall submit an audited statement of accounts for the financial year ending 30 April for adoption at the AGM.

7 Dissolution

a) The Sheffield Table Tennis League may only be dissolved by a motion carried by a 75% (rounded up) majority of those clubs eligible to vote at a Special General Meeting, the proposition having been included on the agenda given to members through their club secretaries at least seven days before the meeting under rule 4e.

b) In the event of dissolution, after settling all debts and liabilities of the STTL, all remaining assets of the STTL shall become the property of the SYCTTA, or if this is not possible, then the remaining assets of the STTL shall become the property of Table Tennis England.