*Hastings & District Table Tennis Association*

**Constitution.**

**1; Name of Association.**

 The Association will be known as the Hastings & District Table Tennis Association, hereafter referred to as “the Association” or HDTTA, and will be affiliated to the Sussex County Table Tennis Association, SCTTA, and the English Table Tennis Association, TTE.

**2; Aims and Objectives.**

* To promote the sport of Table Tennis.
* To encourage participation, both competitively and socially.
* To facilitate, where financially and practicably possible, increased participation.
* To organise competition that considers ability, allowing for development and progress.
* To develop the means of providing coaching support for players.
* To encourage non-players to engage in supporting roles.

**3; Membership.**

1. Membership of the Association is open to any person interested in being involved with the sport of Table Tennis, either participating, coaching, promoting or as a volunteer, irrespective of age, belief or religion, disability, ethnicity, nationality, sex or sexual orientation.
2. The membership shall consist of the following categories:
* Full member – adult, player or Officer of Association/Club.
* Associate – non-playing supporter of Table Tennis.
* Junior – under 18’s.
* Student – qualify for full membership but still in full time education.
* Life Member – endorsed by Annual General Meeting, AGM.
* Vice President – endorsed by AGM.
1. All members will be required to register with TTE according to the rules of that body and pay such fees, as required, directly to them. SCTTA affiliation fees will be incorporated in those applied by HDTTA.
2. All members will be subject to the regulations of the Association, and its constitution. By joining an affiliated Club they will be deemed to have accepted those regulations and codes of practice adopted by the Association.
3. Members in each category will pay affiliation fees, as determined at the AGM.
4. Individuals will not be eligible to participate in the business of the Association, competitions organised by the Association, represent the Association or vote at general meetings in the following circumstances:
* Non-affiliation to HDTTA, SCTTA or TTE.
* Monies are owed to any association, business, club, league or individual in relation to any Table Tennis related activity or transactions.
* Subject to appeal, any sanctions imposed by another governing body within Table Tennis which remain in place.
* Any reasonable doubt, as to an individual’s suitability for membership, that would not constitute a breach of civil law.
1. Clubs eligible for membership of HDTTA will be based within the boundaries of Hastings Borough and Rother District Councils or within 15 miles of Hastings Castle.

**4; Sports Equity.**

1. The Association is committed to ensuring that equality is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

1. The Association respects the dignity, rights and worth of every person and will treat all equally within the context of the sport, regardless of ability, age, economic/social status, ethnicity, gender, religious belief or sexuality.
2. The Association is committed to everyone having the right to enjoy their sport in an environment free from abuse, harassment and/ or intimidation.
3. All Association members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
4. The Association will deal with any incidence of discriminatory behaviour seriously, in accordance with the Association’s disciplinary procedures.

**5; Committee.**

1. The business and organisation of HDTTA will be conducted by an Executive Committee consisting of the following:
* Chair.
* Deputy Chair.
* Treasurer.
* General Secretary.
* League Secretary.
* Coaching Officer.
* Development Officer.
* Safeguarding Officer.
* Welfare Officer x 2, 1 x female, 1 x male.
* Press Officer.
* Calendar Secretary.
* Social Media Secretary.
* One nominated representative for each member club/12 elected members. *Or such number as may be determined at the AGM. Clubs may notify, through the Chair or General Secretary, of items to be raised or voting intentions should no representative be able to attend. Elected members will be expected to attend, at least 50% of meetings plus AGM.*
* *Competitions Organisers will be elected at the AGM but will be responsible for forming sub-committees specifically for that competition and reporting to the Executive Committee via the League Secretary or Calendar Secretary.*
* ***Company member (may be a member of the Executive Committee or other nominated member) to represent the Association at the TTE AGM. The holder of this position will be expected to attend the TTE AGM, or arrange proxy vote, and report back to HDTTA.***
* ***Two County representatives (either from the Executive Committee or members nominated) to represent Association at SCTTA Executive Committee meetings. The holder/s of this/these position/s will be expected to attend these meetings either together or alternately. Should only one position be filled, the holder should arrange a deputy in the event of their not being able to attend.***

*Voting at Executive Committee meetings will be restricted to the first seven officials, Chair to Development Officer, plus the Club representatives/elected members. In the event of a split decision, the Chair will hold the casting vote.*

1. The Executive Committee will be divided into two Working Groups; the Business Group, to be led by the Executive Chair, will be responsible for budget and business planning, monitoring, review and revision of those plans, as and when necessary, liaising with county and national bodies and maintaining the organisational function of the Association. The Competitions Group will be led by the League Secretary, in conjunction with the Calendar Secretary, and be made up of the elected organisers of each of the Association’s competitions. Their remit will be the organisation of competitive Table Tennis, including representative teams, on behalf of the Association. To aid fulfilment of this role, the Competition Organisers may wish to engage their own sub-committees made up of non-Executive Committee members.
2. All Executive Committee members must meet the membership criteria of HDTTA.
3. The term of office will be for one year. Members will be eligible for re-election.
4. In the event of an Officer post becoming vacant following election, the Executive Committee will have the power to appoint an interim replacement until the next AGM.
5. The Executive Committee will be responsible for adopting and implementing new policy, codes of practice and rules that affect the organisation of the Association.
6. The Executive Committee will have powers to appoint advisers, external to the Association, at such times as are deemed necessary to fulfil the business of HDTTA.
7. In the event of an infringement of Association, or League, constitution/regulations/rules a club or individual member may be required to appear before a Disciplinary Panel, made up of no more than 3 Executive Committee members. Appeals against the Panel’s decision must be registered with the Association’s General Secretary within 10 days for referral to the Appeals Committee. Should the original findings and sanction be upheld, the club or individual will be informed of when those sanctions will be applied. Any sanction lasting beyond the end of the current season will be carried forward to the following until spent.
8. Four Executive Committee meetings will be convened each year; September (pre-season), December (mid-season), March and June (pre- AGM) with the AGM taking place no later than July 20th.
9. Members of the Executive Committee will receive notification, and relevant documents, at least 7 days prior to the meeting. Those unable to attend may nominate a proxy to cast their vote on any matters that may require it.
10. Executive meetings will be deemed quorate if 5 Officers or not less than 8 members in total are present.

**6; Association Finances.**

1. The Association Treasurer will be responsible for the finances of HDTTA.
2. The financial year will run from May 1st and end on April 30th.
3. All Association monies will be banked in an account held in the name of HDTTA.
4. An audited statement of the annual accounts, inspected and verified by an Independent Examiner, will be presented by the Treasurer at the AGM.
5. All cheques drawn against Association funds should be signed by two, of three, named signatories. These shall be the Chairperson, Treasurer and General Secretary. In the event of any signatory being unable to fulfil that role the Executive Committee may appoint a deputy.
6. Where Association accounts are managed through Internet Banking, the Treasurer will be responsible for this function with the co-signatories having access to view transactions.
7. To enable a smooth transition of change to signatory details, held by the nominated Bank, the General Secretary will be responsible for producing the minutes of the AGM within 21 days of that meeting.
8. All members of the Executive Committee shall be jointly and severally responsible for the financial liabilities of HDTTA.

**7; Annual General Meetings and Extraordinary General Meetings.**

1. General meetings are the means whereby the members of the Association exercise their democratic rights in conducting the Association’s affairs.
2. The Association shall hold the Annual General Meeting by the 20th July to:
	* Approve the minutes of the previous year’s AGM.
	* Receive reports from the Chair and General Secretary.
	* Receive the Treasurer’s report and approve the Annual Accounts.
	* Receive a report from those responsible for certifying the Association’s Annual Accounts.
	* Install the President for the following year and ratify the nominations for President-elect and Vice-Presidents nominated by the Executive Committee.
	* Elect Officers for the committee.
	* Appoint Independent Auditor to verify the Association’s financial accounts for the following year.
	* Agree affiliation fees for the following year.
	* Consider any proposed changes to the constitution.
	* Deal with any other relevant business.
3. Notice of the AGM will be given, via Club Secretaries, at least 28 days prior to the meeting.
4. Nominations for Officers of the Executive Committee should be notified to the General Secretary 28 days before the AGM. Clubs are to notify General Secretary of their representatives by September 1st.
5. Proposed changes to the constitution, items for Any Other Business and proxy voting should be received by the General Secretary by July 1st.
6. All members have the right to vote at the AGM.
7. The quorum for AGM’s will be 20% of the membership, of whom at least 8 should be Executive Committee members.
8. The Association Chair will hold a deliberative, as well as a casting, vote at general and committee meetings.
9. An Extraordinary General Meeting (EGM) shall be called when a written application is received by the General Secretary supported by at least 10% of the Association’s membership. The Executive Committee shall also have the power to call an EGM by decision of a simple majority of its members.
10. All procedures will follow those outlined for AGM’s.

**8; Amendments to the Constitution.**

 The constitution will only be changed through agreement by majority vote at an AGM or EGM. An EGM will be arranged at the request of **three** member clubs, written request from the Club Secretaries required, or **30 individual members**, where clubs have not submitted such a request. The latter request would be either in the form of individual letters or one letter signed by all concerned.

**9; Discipline and appeals.**

1. All concerns, allegations or reports of abuse/poor practice relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Association’s Safeguarding policy and procedures. The Association Welfare Officers are the lead contact for all members in the event of any child/vulnerable adult concerns.
2. All complaints regarding the behaviour of members should be presented and submitted, in writing, to the General Secretary.
3. A Disciplinary Panel will be convened and meet within 21 days of a complaint being lodged. The panel has the power to take appropriate disciplinary action including the termination of membership.
4. The outcome of a disciplinary hearing will be notified, in writing, to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
5. There will be the right to appeal, this should be in writing to the General Secretary who will refer it to the Appeals Committee. The appeal should be heard within 14 days of the General Secretary receiving it.

**10; Dissolution.**

1. A resolution to dissolve the Association can only be passed at an AGM or EGM through a majority vote of the membership.
2. In the event of dissolution, all debts should be cleared with any residual funds. Any assets, of the Association, that remain following this will become the property of SCTTA with a view to that body assuming the aims and objectives of HDTTA.

**11; Declaration.**

 Hastings & District Table Tennis Association hereby adopts and accepts this constitution as a current operating guide regulating the actions of its members.

**Name:**

**Signature:**

**Position:**

**Name:**

**Signature:**

**Position:**