

CONSTITUTION

- 1 **Name of Club**
Maidstone Table Tennis Club (MTTC) will be affiliated to Kent County Table Tennis Association (KCTTA) & Table Tennis England (TTE).

- 2 **Premises & Equipment**
 - 2.1 The Club will be based at the School of Science & Technology (SST), New Cut Road, Weaving, Maidstone, ME14 5GQ.

 - 2.2 The club will operate a minimum two evenings per week or as decided by the committee

 - 2.3 The Tables, Nets, surrounds, umpires Table, scoring machines and ancillary equipment stored in the locked storage facilities supplied by the school are the wholly owned property of the Club and for use only of the Club as seen fit.

 - 2.4 the storage facilities supplied by the school are for the sole use of the Club who will have the keys to the facilities. The club has no liability for the storage facilities in case of damage from outside sources.

 - 2.5 The Club has third party insurance supplied through Table Tennis England (TTE).

- 3 **Aims and Objectives**

The aims and objectives of the Club will be:

 - To offer coaching and competitive opportunities for Table Tennis
 - To promote the club within the local community.
 - To manage the Table Tennis Club
 - To ensure a duty of care to all members of the Association & Club.
 - To provide all its services in a way that is fair to everyone.
 - To provide two evenings a week table tennis or as detailed on the club website.
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- 4 **Membership**
 - 4.1. Membership shall be open to anyone interested in playing Table Tennis, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, subject to the approval of the Executive Committee and the payment of all necessary fees. In the event of a waiting list priority may be given to players residing in the Maidstone & District area.

 - 4.2 Registration

 - 4.3. Full Adult Membership £25/ month by direct debit.

 - 4.4 Full Junior Membership £25/month by direct debit, includes one evening coaching as detailed on the club web site. (A Junior is classified as under 18 on the 30th of June prior to the playing season.)

 - 4.5 All members will be subject to the regulations of the Club Rules and by joining the either will be deemed to accept these regulations and codes of practice that the club has adopted.

 - 4.6 Members in each category will pay membership fees, as determined at the Annual General Meeting.

 - 4.7 Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.

5 Sports Equity

5.1 This club is committed to ensuring that equity 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.

5.2 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

5.3 All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

5.4 The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

6 Committee

The affairs of the Club shall be conducted by a Committee who shall be elected at the Annual General Meeting

EXECUTIVE COMMITTEE:

Chairman – Claire Moore,

Secretary – Claire Moore,

Treasurer – Adrian Hall,

Membership Secretary – Bruce Benge,

Coaching Organiser – Adrian Moore

Welfare Officer – Delyth North,

Social /Media Officer – Patrick Jeffrey

School Liaison Officers – Delyth North / Claire Moore

Webmaster – Web Expand.

Auditor - TBA

The President, Life Vice Presidents posts are honorary positions of the club.

Vice Presidents are honorary positions of the club for five years and then subject to re-election.

6.1 The Committee shall nominate School Liaison Officer to act on behalf of the Club for the purposes of leasing the facilities and liaising with the school.

6.2 The Committee shall maintain an electronic mailing list that includes all Committee members. Any committee actions shall be circulated by the Secretary to the mailing list.

6.3 The Committee shall maintain an electronic mailing list that includes all club members and will be used solely for the distribution of club information.

6.4 Only the posts listed above will have the right to vote at committee meetings.

6.5 All committee members must be members of the Club.

6.6 The term of office shall be for one year, and members shall be eligible for re-election.

6.7 If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

6.8 The Committees will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.

6.9 The Committees will have powers to appoint any advisers to the Committee as necessary to fulfil its business.

6.10 The Committees will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Committees will be responsible for taking any action of suspension or discipline following such hearings.

6.11 Meetings will be convened by the Secretaries of the Club committee and be held no less twice a year.

6.12 The quorum required for business to be agreed at Management Committee meetings will be 40%.

7 Finances

- (a) The club will bank at The METRO Bank or as decided by the committee.
- (b) The Club treasurer will be responsible for the finances of the Club.
- (c) The treasurer and two other members of the committee will be bank signatories.
- (d) only one signature will be required for financial transactions.
- (e) The financial year of the Club will run from *1st May* and end on *30th April*.
- (f) All Club monies will be banked in an account held in the name of the Club.
- (g) An audited statement of annual accounts will be presented by the treasurers at the Annual General Meeting.
- (h) The Club business will be transacted by BACS only.
- (i) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

8 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold an Annual General Meeting (AGM) in the month of *May* to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairmen and Secretaries.
 - Receive a report from the Treasurers and approve the Annual Accounts.
 - Receive a report from those responsible for certifying the Club's accounts.
 - Elect the officers on the committees.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution & Rules
 - Deal with other relevant business.
- (c) Notice of the AGM will be given by the Club secretary with at least 28 days' notice to be given to all members.

- (d) Nominations for officers of the committee will be sent to the secretary prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- (f) All members have the right to vote at the AGM.
- (g) The quorum for AGMs will be 20% or as accepted by the chairman.
- (h) The Chairmen of the Club shall hold a deliberative as well as a casting vote at committee meetings. The Chairman of the Club will hold a deliberative as well as a casting vote at the AGM.
- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Association or Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- (j) All procedures shall follow those outlined above for AGMs.

9 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

10 Discipline and appeals

- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the relevant Secretary.
- (c) The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
- (e) There will be the right of appeal to the Club Management Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.
- (f) For a breach of the Clubs Rules or Regulations the Club shall have the power to suspend any player or official within its jurisdiction, under the power created by these Rules and subject to the right of appeal by such rules.
- (g) The County General Secretary shall be notified of any suspension under this rule. Such suspension shall be enforced by all bodies in this Association but shall operate only within the jurisdiction of this Association and does not affect the privileges of membership or of affiliation to the K.C.T.T.A. or to the TTE. enjoyed outside the jurisdiction of this Association.

11 What type of personal information might we hold about you?

- (a) We will collect information about you that you provide by filling in the membership forms and by corresponding with us.
- (b) We may hold and process any or all of the following personal information about you:
- (c) Personal details such as your name, gender, age, date of birth, contact details (e.g. your address and postcode, email, telephone and mobile numbers & emergency contact numbers), and in some cases your medical background and doctors' details.
- (d) We will Use your information in accordance with Data Protection Laws

12 What we do with your information?

We may use your personal information for a number of purposes relating to the administration of the Club including changing club nights, meeting dates, rule changes, tournament entry forms, etc.

13 How long do we keep your information?

- (a) We will hold your personal information on our system for as long as is necessary for the Club to provide benefits to you.
- (b) If you cease to be a member of the Club, we will hold your information for a period of at least 6 years after you cease playing in case any further queries arise.

14 Who do we share the information with?

- (a) Where appropriate for the purposes of administering the Club, we may share your information with M&DTTA registered clubs and the Kent County Table Tennis Association.
- (b) For affiliation purposes we will share your information with Table Tennis England.
- (c) We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as deemed necessary by us to fulfil the task of administering the Club.

15 Dissolution

- (a) A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any club funds. Any assets of the club that remain will become the property of Maidstone & District Table Tennis Association (M&DTTA)

16 Declaration

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

Name	CLAIRE MOORE	Position	Chair / Secretary
Sign	CLAIRE MOORE	Date	15 th Oct '24

Name	ADRIAN LITTLE	Position	Treasurer
Sign	Adrian Little	Date	1/10/24

