

# CIPPENHAM TABLE TENNIS CLUB

## *RULES - CONSTITUTION AND ADMINISTRATION*

(as at 3 June 2011)

1. NAME:
  - 1.1. The Club shall be known as Cippenham Table Tennis Club.
  - 1.2. A sponsor's name may be permanently attached to any or all team names or the name of the Club.
2. OBJECTS:

The Object of the Club is to provide facilities for and promote participation of the whole community in the sport of table tennis.
3. ACTIVITIES:
  - 3.1. The Club shall arrange weekly practice sessions and allow, at the discretion of the Management Committee, unused tables to be used for practice when other activities are taking place. The fee payable shall be £4.00 for Full Members and £5.50 for all other persons. These fees shall be halved for concessions. Any prospective members shall be entitled to free admission to the first practice session attended.
    - 3.1.1. Any member who voluntarily contributes two hours or more to the running of the Club shall, on the day such a contribution is made, be entitled to free practice, the value of which may be transferred to related persons living at the same address.
  - 3.2. The Club shall promote competition by affiliation to any leagues or associations or enter any competition as the Management Committee shall decide.
  - 3.3. The Club shall arrange coaching sessions for which the fee payable shall be decided by the Management Committee. Persons who are not Full Members may attend a maximum of four coaching sessions in any Membership Year before they must become Full Members.
  - 3.4. Concessionary rates are available to those receiving full-time education, aged 60 or over, registered as unemployed, currently in receipt of Disability Living Allowance or Income Support or in possession of a valid Blue Badge.
4. OFFICERS:
  - 4.1. The honorary Officers of the Club shall be Chairman, Deputy Chairman, General Secretary, Treasurer, Club Captain, Bookings Officer, Social Officer, Public Relations Officer, Coaching Officer and Events Officer.
  - 4.2. The Officers shall be elected at the Annual General Meeting and serve from the end of the meeting at which they are elected until the end of the Annual General Meeting following.
  - 4.3. A position not filled at the Annual General Meeting or a vacancy occurring may be filled by decision of the Management Committee.
5. MANAGEMENT COMMITTEE:
  - 5.1. The affairs of the Club shall be managed, subject to the control of the members in general meeting, by a Management Committee consisting of the Officers and general committee members.
  - 5.2. General committee members shall be elected at the Annual General Meeting and serve from the end of the meeting at which they are elected until the end of the Annual General Meeting following. Further committee members may be co-opted by the Management Committee at its discretion and shall serve from the time of co-option until the end of the Annual General Meeting following.
  - 5.3. Any member of the Management Committee who ceases to be a Full Member of the Club shall cease to be a member of the Management Committee unless the Management Committee resolves otherwise.
  - 5.4. The Management Committee shall meet bi-monthly or more frequently if it so decides.
  - 5.5. Four members, one of which shall be an Officer, shall form a quorum for the execution of business.
  - 5.6. Every question at a meeting of the Management Committee shall be decided by a majority of the members present and voting, every member having one vote. In the case of an equality of votes the chairman of the meeting shall have a second or casting vote.
  - 5.7. The Management Committee shall have power to make Regulations to cover such matters not specifically dealt with in these Rules as it thinks fit.
  - 5.8. The activities of the Club shall be divided into departments, each managed by an Officer who shall have power to appoint individuals and sub-committees as he may consider necessary, provided that the terms of reference and the identity of the appointed personnel are approved by the Management Committee.
  - 5.9. Any Club member duly authorised and acting in good faith on behalf of the Club shall be indemnified by the Club in respect of any personal liability arising therefrom.
6. MEMBERSHIP:
  - 6.1. Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of table tennis as a particular sport. The Club may, however, have different classes of membership and subscription on a non-discriminatory basis.
  - 6.2. There shall be the following definitions of membership of the Club:
    - 6.2.1. Full Member: a person who has paid the full membership fee in respect of the current Membership Year or is a Life Member;
    - 6.2.2. League Member: a Full Member who has applied to be registered for the Club in one or more leagues and has paid the appropriate League Membership fee(s);
    - 6.2.3. Privileged Member: a Full Member who has had the benefits of Privileged Membership granted to him by the Management Committee;
    - 6.2.4. Associate Member: a person who is not a Full Member but has applied to be registered for the Club in one or more leagues and has paid the appropriate league registration fee(s) to the Club.
    - 6.2.5. Life Member: a person upon whom the title of Life Member has been bestowed.
  - 6.3. The Membership Year shall run from 1st September to 31st August.
  - 6.4. The period of membership shall be:
    - 6.4.1. In respect of Full Membership for the Membership Year;
    - 6.4.2. In respect of League Membership and Associate Membership for the duration of the appropriate league programme;
    - 6.4.3. In respect of Privileged Membership from the time that it is granted until withdrawn in accordance with the Regulations for Privileged Membership.
  - 6.5. Applications for Full Membership, League Membership and Associate Membership shall be made on the appropriate form and returned with any relevant fees to the General Secretary. These applications may be made at any time before or during the Membership Year. Persons wishing to be considered for places in teams to be entered in leagues shall return the form with appropriate fees by a date decided by the General Secretary and stipulated on the application form.
  - 6.6. The Management Committee may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members at a General Meeting and decided by a majority vote.
  - 6.7. Life Members shall be elected only at a General Meeting and nominations for Life Membership shall be made only upon the resolution of the

Management Committee.

**7. ANNUAL MEMBERSHIP FEES:**

- 7.1. Annual membership fees shall be payable as follows:
  - 7.1.1. In respect of Full Membership - £18.00, except that any number of related persons living at the same address may take out Full Membership by paying a Family Membership fee of £30.00;
  - 7.1.2. In respect of League Membership:
    - 7.1.2.1. Slough & District League - £18.00;
    - 7.1.2.2. Maidenhead & District Association - £18.00;
    - 7.1.2.3. Summer leagues - appropriate league registration fee;
    - 7.1.2.4. Other - as shall be decided by the Management Committee;
  - 7.1.3. In respect of Privileged Membership – see 6.2.3. There is no additional fee payable for Privileged Membership;
  - 7.1.4. In respect of Associate Membership – see 6.2.4. The appropriate league registration fee is payable;
  - 7.1.5. In respect of Life Membership – see 6.2.1.
- 7.2. In respect of applications received after 30th November the fee payable for Full Membership shall be reduced by £1.80 and the fee payable for Family Membership shall be reduced by £3.00 for every complete calendar month that has elapsed during the Membership Year after 1st November.
- 7.3. The Full Membership fee and League Membership fees in respect of the Slough & District League and the Maidenhead & District Association, excluding summer leagues, shall be halved for persons receiving full-time education or aged 60 or over.
- 7.4. The membership fees listed in Rule 7.1 do not include any Individual Membership fees payable to the English Table Tennis Association and such Individual Membership fees are additionally payable by Members either through Cippenham Table Tennis Club, directly to the English Table Tennis Association or via another body affiliated to the English Table Tennis Association.

**8. SELECTION OF TEAMS:**

- 8.1. A captain for each team shall be appointed before the start of each season.
- 8.2. Only League Members and Associate Members may represent the Club in matches in league competition and Associate Members may do so on not more than four occasions before they must become League Members.
- 8.3. All teams representing the Club shall be jointly selected by the Management Committee and, where possible, an appropriate team captain except in the case where the Management Committee has divested this responsibility to an individual or sub-committee.
- 8.4. A person accepting selection for a match shall pay a match fee of £4.00 unless that person is entitled to concessionary rate in which case the fee shall be £2.00. The Management Committee may use its discretion to waive or alter match fees for particular events including a Youth Division run in sessions.

**9. GENERAL MEETINGS:**

- 9.1. The Annual General Meeting shall be held during the month of May or in the first week of June on a date decided by the Management Committee.
- 9.2. Notice specifying the date, place and hour of the Annual General Meeting together with the Agenda shall be given by the General Secretary to the Officers, General Management Committee members, Auditor and all Full Members no later than fourteen days prior to the date of the meeting.
- 9.3. A Special General Meeting shall be convened within twenty-one days upon the resolution of the Management Committee or upon receipt by the General Secretary of a written demand by at least five Full Members, specifying the business to be placed on the Agenda for such meeting.
- 9.4. Notice specifying the date, place and hour of the Special General Meeting together with the Agenda shall be given by the General Secretary to the Officers, General Management Committee members, Auditor and all Full Members no later than seven days prior to the date of the meeting.
- 9.5. Attendance at a General Meeting shall be open to all persons entitled to receive notice of the meeting.
- 9.6. Every question at a General Meeting shall be determined by a simple majority of Full Members present and voting, each member having one vote. In the case of an equality of votes for and against a motion, the chairman of the meeting shall exercise a casting vote.

**10. FINANCE:**

- 10.1. All monies belonging to the Club shall be held either in accounts in the name of Cippenham Table Tennis Club or as petty cash, or as the Management Committee shall determine.
- 10.2. The signatures of two Officers shall be required for the withdrawal of any monies other than petty cash.
- 10.3. The Management Committee may enter into any sponsorship agreement and authorization for the allocation of any sponsorship receipts rests with the Management Committee unless directed specifically by a General Meeting.
- 10.4. The income and property of the Club shall be applied solely towards promoting the Club's objects as set forth in these Rules and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

**11. CLUB COLOURS:**

Any person who receives Club kit advertising a sponsor's name is obliged to wear it when representing the Club in any match or tournament, for the duration of the sponsorship period, and agreement to play for the Club is deemed to be agreement to wear any kit thus provided.

**12. CESSATION OF ACTIVITIES:**

In the event of dissolution of the Club, the Club's surplus assets shall be made available to The English Table Tennis Association for use by them for related community sports.

**13. ALTERATIONS TO RULES:**

- 13.1. No rule may be altered, added to, or rescinded, nor introduced except at an Annual General Meeting or a Special General Meeting.
- 13.2. Members with propositions for alteration to rules to be considered at an Annual General Meeting shall submit them in writing to reach the General Secretary not later than 15<sup>th</sup> April.
- 13.3. Members with propositions for alteration to rules to be considered at a Special General Meeting shall submit them in writing to the General Secretary together with the demand for the meeting.
- 13.4. The General Secretary shall include the propositions received under Rules 13.1 and 13.2, together with all propositions made by the Management Committee, with the Notice of the meeting.
- 13.5. No proposition for alterations to rules shall be considered at a general meeting unless it has been circulated with the Notice of the meeting but minor changes to the propositions may be accepted during the meeting at the discretion of the chairman of the meeting.