

NORTHUMBERLAND COUNTY TABLE TENNIS ASSOCIATION CONSTITUTION

1. NAME

The Association shall be called the Northumberland County Table Tennis Association.

2. STATUS AND RELATIONSHIP WITH ETTA

2.1 The Association recognises the English Table Tennis Association Ltd. ('ETTA') as the National Governing Body for table tennis in England.

2.2 The Association shall be the County Association for the ETTA County of Northumberland as defined in the ETTA Articles and Regulations.

2.3 The Association shall comply with ETTA Articles and Regulations. The Constitution is to be read as being consistent with ETTA Articles and Regulations and, in the event of any conflict arising, ETTA Articles and Regulations shall prevail.

2.4 The objects of the Association shall be to fulfil the functions of an ETTA County Table Tennis Association and to further the objects of ETTA in the County. In particular the Association shall act as the controlling and governing body for the sport in the County subject any overriding decisions of the Board, assist and encourage the formation of table tennis leagues and clubs in the County and promote the sport in every way.

2.5 To administer the Northumbria Table Tennis League.

2.6 In this constitution and any Regulations made hereunder words and phrases defined by the ETTA Articles and Regulations and not otherwise defined in this Constitution shall have the meaning assigned to them by the ETTA Articles and Regulations unless the context precludes such an interpretation.

2.7 In the event of the dissolution of the Association, any surplus assets remaining after the discharge of liabilities shall automatically vest in the ETTA.

3. AFFILIATION

3.1 Every organisation affiliated to ETTA and defined by ETTA as within the jurisdiction of the Association SHALL affiliate to the Association unless exempted by the ETTA Board.

3.2 An organisation or individual not directly affiliated to ETTA may apply to be directly affiliated to the Association if affiliated to ETTA through another organisation.

3.3 No individual or organisation may affiliate to the Association unless affiliated to ETTA.

3.4 Every applicant for affiliation shall complete the current affiliation form which shall be signed by or on behalf of the applicant.

3.5 Every organisation affiliated to the Association shall send to the County Secretary of the Association not later than 31 October a copy of its current Rules.

4. AFFILIATION FEES

4.1 Affiliation Fees shall be determined by the Annual General Meeting or at an Extraordinary General Meeting.

4.2 Affiliation Fees shall be paid not later than 31st October. With regard to Northumbria League Fees, Schedule 'B' to the League Regulations will apply.

5. GOOD STANDING

5.1 The Association shall without payment of fee accept into Good Standing the following, but no other, organisations:

5.1.1 Any organisation within the jurisdiction of the Association as defined by ETTA which is in Good Standing with the ETTA.

5.1.2 Any County or Regional Association or organisation covering all or part of the ETTA County which is part of or affiliated to a national organisation in Good Standing with ETTA

5.1.3 Any County Schools Table Tennis Association, Schools League or School Club which is within the jurisdiction of the Association as defined by ETTA and is not affiliated.

6. OFFICERS

6.1 The Officers of the Association shall be: Chairman, Vice Chairman, County Secretary and Treasurer.

6.2 The Officers shall be elected at the Annual General Meeting and shall serve from the end of the meeting at which they are elected until the end of the Annual General Meeting following; they shall be eligible for re-election.

7. NATIONAL COUNCILLOR AND DEPUTY NATIONAL COUNCILLOR

7.1 In accordance with ETTA Articles and Regulations, between 1 May and 15 June in each year, the Executive Committee shall elect a National Councillor and may elect a Deputy National Councillor to represent the County from the following ETTA A.G.M. to the following one, after considering all nominations submitted to them by Members of the Association.

7.2 The County Secretary of the Association shall send a copy of the ETTA official appointment form certified by the County Secretary and by a second person who must be the Chairman, Vice-Chairman or Treasurer to reach the ETTA by 20 June.

8. MANAGEMENT

8.1 The affairs of the Association shall be managed, subject to the control of the Annual General Meeting, by an Executive Committee consisting of the Officers, National Councillor, one representative of each Local League, the County County Umpires Secretary, the Coaching Officer, the Secretary of the Northumbria League, and up to six persons elected by the A.G.M.

- 8.2 The Executive Committee may co-opt not more than two other members of the Association. Co-opted members shall have the right to vote.
- 8.3 The Executive Committee may fill a Casual Vacancy in any Office or on the Executive Committee until the next Annual General Meeting.
- 8.4 The Executive Committee shall meet at least quarterly.
- 8.5 At least seven days notice in writing or by email of the place, date and time of every meeting shall be sent to every member of the Executive Committee.
- 8.6 Quorum: The quorum of the Executive Committee shall be four.
- 8.7 Executive Committee meetings may be chaired by the Chairman or Vice Chairman or by any member of the Committee who agrees to do so.
- 8.8 Every question at a meeting of the Executive Committee shall be determined 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.
- 8.9 The Executive Committee may make Regulations to cover such matters not dealt with in this Constitution as it thinks fit.
- 8.10 The Executive Committee may appoint such sub committees as it thinks fit and may delegate any of its powers and duties to them.

9. ANNUAL GENERAL MEETING

- 9.1 During each year the Association shall hold an Annual General Meeting (A.G.M.) in July or August.
- 9.2 The County Secretary of the Association shall give at least 21 days notice in writing (which may be by letter and/or email) of the place, date and time of a General Meeting, together with the Agenda to the President, Officers, Elected Members, the General Secretary of each affiliated organisation and to the Secretary of every club in membership of the Northumbria League.
- 9.3 The following items shall be included in the AGM Agenda: (1) Minutes of the previous A.G.M. (2) Minutes of any Extraordinary General Meeting held since the last A.G.M (3) Annual Report of the Executive Committee (4) Statement of Accounts (5) Propositions (if any) to alter the Constitution received by the County Secretary in writing or email no later than the last day in May (6) motions of which the County Secretary has received notice in writing or by email not later than the last day in May (7) Election of President (8) Election of Officers (8) Election of Executive Committee Members (9) Appointment of a suitable person to check the accounts in accordance with section 12.4 (10) Northumbria League Regulation Change Propositions (if any) of which the Northumbria League Secretary had received in writing or by email no later than

the last day in May.

- 9.5 Motions not included in the Agenda shall not be voted upon except with the permission of the chairman.
- 9.6 Voting: At all Annual General Meetings and Extraordinary General Meetings Elected Members, Co-opted Members, Representatives of every Affiliated Organisation and a representative of every club in membership of Northumbria League shall have one vote on all matters except the Regulations of the Northumbria League.
- 9.7 Every Officer, Executive Committee Member and one representative of every team in membership of the Northumbria League shall be entitled to one vote on matters solely appertaining to the Northumbria League.
- 9.8 Voting may be by show of hands of those entitled to vote but before or immediately after a show of hands any person entitled to vote may require voting to be by poll instead.
- 9.9 No resolutions altering the Rules of the Association shall be declared carried unless at least two thirds of the total votes cast are in favour of that resolution.
- 9.10 Fine for non-attendance: Any club in membership of the Northumbria League not represented at the A.G.M. will incur a fine in accordance with the Northumbria League regulations.
- 9.11 Observers: A representative of every team which has been accepted to participate in the Northumbria League in the following season shall be entitled to attend with the right to speak but not to vote.

10. EXTRAORDINARY GENERAL MEETING

- 10.1 An Extraordinary General Meeting (EGM) shall be convened on a resolution of the Executive Committee or within 28 days after receipt by the County Secretary of a requisition signed by at least 50 per cent of the total of all Local Leagues combined with the total number of clubs in the Northumbria League stating the business to be transacted at the meeting.
- 10.2 Section 9, except clauses 9.1, 9.3 and 9.11 shall apply to an EGM
- 10.3 An EGM shall transact only such business as is specified in the resolution or requisition convening it.

11. FINANCE

- 11.1 The funds of the Association shall be kept at a Bank or invested in a Building Society or other security approved by the Association.
- 11.2 The Executive Committee shall appoint the persons authorised to sign cheques, etc., drawn on Bank, Building Society and other accounts and they shall be signed by at least two such persons.

11.3 The Financial Year of the Association shall end on 31st March.

11.4 The A.G.M. shall appoint a suitable person, who is not a member of the Executive Committee, to examine the accounts of the Association annually and report on them to the next A.G.M.

11.5 All income and property of the Association from whatever source derived shall be applied solely to the promotion of the objects of the Association.

12. DISCIPLINE

12.1 A Member shall not do or cause to be done anything deliberately harmful to the Association nor likely to bring the Association or the sport of table tennis into disrepute.

12.2 A Member shall not without good cause and sufficient cause

12.2.1 absent himself from the hearing of any allegation or appeal after having been requested with reasonable notice to attend;

12.2.2 refuse or neglect to answer any question put to him in connection with such allegation or appeal if directed to answer by the chairman of the adjudicating body.

13. DISCIPLINARY COMMITTEE

13.1 At its first meeting following the Annual General Meeting the Executive Committee shall appoint a Disciplinary Committee consisting of five persons, one of whom it shall designate as Chairman.

13.2 Members of the Disciplinary Committee shall (unless they resign) serve until the appointment of their successors. Casual vacancies shall be filled by the Executive Committee.

13.3 A decision may be taken by not less than three members, all of whom must have been present throughout the hearing.

13.4 Any member of the Committee having an interest in a matter to be discussed must declare that interest as soon as he is aware of it, and must not be present in his capacity as a member of the Disciplinary Committee during the transaction of that business.

13.5 If fewer than three members are available owing to illness, declaration of interest or other reason the Executive Committee shall appoint sufficient temporary members to make the number up to three, such members serving only for the particular matter for which they are appointed.

13.6 The Disciplinary Committee shall deal with any allegation of a breach of the Constitution or Regulation of this Association or breach of any Disciplinary Matter relating to the Northumbria League.

13.7 Any allegation of a breach of the Constitution or Regulation must be made in writing or by email to the County Secretary (or in the case of a Northumbria

League matter to the Northumbria League Secretary) specifying the nature of the alleged breach, the name of the member or organisation or club alleged to be in breach and the approximate date and place of the alleged breach. A copy must also be sent to the person or body against whom the allegation is made.

13.8 The Disciplinary Committee shall follow the procedure laid down by ETTA Disciplinary Regulations.

13.9 If a formal allegation is proved to its satisfaction the Disciplinary Committee shall have power to impose on the member or organisation found to have committed the breach one or more of the following sanctions:

13.9.1 a suspension from the privileges of membership of this Association either indefinitely or for a stated period.

13.9.2 a fine.

13.9.3 formal censure.

13.9.4 a deduction of points where the breach relates to a club in Membership of the Northumbria League.

13.10 The County Secretary shall notify the member or organisation in writing within fourteen days. If the allegation has been found proved, the County Secretary shall at the same time notify the member or organisation of the Right of Appeal under ETTA Articles and Regulations and enclose a copy of the relevant provisions.

13.11 Where the sanction imposed is a suspension the ETTA General Secretary shall be notified. Such suspension shall be enforced by all bodies within the jurisdiction of this Association. The suspended person or organisation or club shall be deprived of the privileges of membership of or affiliation to the Association, any Local League or Directly Affiliated Club affiliated to this Association and to the Northumbria League but not of the privileges of membership or of affiliation to the ETTA enjoyed outside the jurisdiction of the Association.

14. RIGHT OF APPEAL

14.1 ETTA Articles and Regulations provide Affiliated Organisations and Affiliated Individuals with a Right of Appeal in certain circumstances.

14.2 Where a Right of Appeal to the Association is exercised, the Association shall take all reasonable steps to ensure the Appeal is fairly and expeditiously heard and decided in accordance with ETTA Articles and Regulations.

14.3 Where a Right of Appeal against the Association is exercised, the Association shall take all reasonable steps to ensure its case fairly and expeditiously presented in accordance with ETTA Articles and Regulations.

15. MATTERS NOT COVERED BY THE CONSTITUTION

15.1 Any question or matter arising which is not provided for in this Constitution shall be dealt with by the Executive Committee.

16. ALTERATION OF THE CONSTITUTION

16.1 This Constitution may be altered only by a decision of an AGM or of an EGM convened for the purpose.

16.2 Propositions for such alteration to be considered by the next AGM shall be submitted in writing to reach the County Secretary not later than 1 May.

16.3 All propositions for such alteration shall be circulated to all Local Leagues, all Directly Affiliated Clubs and all Clubs in membership of the Northumbria League not later than 31 May.

16.4 Amendments or alternative propositions dealing with the same subject matter shall be accepted for consideration by the AGM if submitted in writing and received by the County Secretary not later than 14 June.

16.5 Propositions for such alterations to be considered by an EGM shall be submitted to the County Secretary in writing together with the requisition for the EGM.

16.6 Before any resolution altering this Constitution shall be declared carried at least two thirds of the total votes cast must be in favour of that resolution.