

# Constitution

## 1. NAME

The name of the Club shall be the Kidlington Forum Table Tennis Club ("the Club"). The address of the club shall be Exeter Close Pavilion, Crown Road, Kidlington, Oxford OX5 1AG.

## 2. AFFILIATION

The Club shall be affiliated to Table Tennis England, the Oxford and District Table Tennis Association and the Oxfordshire County Table Tennis Association.

## 3. OBJECTS

The objects of the Club shall be to allow members to practice, play and promote the game of Table Tennis and to operate in accordance with the Table Tennis England's Equality and Diversity Policy (see Appendix 1). The club shall be non-profit making with any surplus funds used in the development of the club.

## 4. MEMBERSHIP

4.1 The membership of the Club shall be open to any person.

4.2 The members of the Club are under no financial liability by reason of membership of the Club except for annual membership subscriptions.

4.3 Each member of the Club shall have his or her name, address, email and telephone number recorded by the Secretary for the purpose of the administration of the Club. This information shall be up-dated once a year.

4.4 New members of the club shall only be admitted on the approval of a nominee of the Management Committee.

4.5 The Management Committee shall have the power to rescind any membership for any reasonable reason. 4.6 Members shall be members of Table Tennis England.

4.7 Members may be required to assist in the playing venues of the club or with fund raising.

## 5. OFFICERS

5.1 The honorary officers of the Club, who shall be members, shall be: Chair, Secretary and Treasurer.

## 6. MANAGEMENT COMMITTEE

6.1 The Management Committee of the Club shall consist of its officers and not more than five other members.

6.2 If the post of any officer or member shall fall vacant, the Management Committee shall have the power to fill the vacancy until the next Annual General Meeting.

6.3 The Management Committee will arrange to meet at least once in each three month period and have the power to appoint sub-committees, which shall act on instruction from the Management Committee.

6.4 The Management Committee shall be the sole authority for interpretation of this constitution.

6.5 The Management Committee shall be the sole authority for the settlement of disputes relating to the affairs of the Club and the conduct of the members or of their guests.

6.6 The business of the club shall be directed by the Management Committee except for matters reserved under this Constitution for a General Meeting.

6.7 A quorum shall be 50% of the Management Committee.

## 7. CLUB MEETINGS

7.1 The Annual General Meeting to be held in June or July of each year. The date and time to be fixed by the Management Committee and notified to each member not later than 28 days in advance of the meeting.

7.2 A quorum shall be one tenth of the members.

7.3 The purpose of the Annual General Meeting is:

a) To receive from the Management Committee a report, a balance sheet inspected by a suitably qualified person, and statement of accounts for the preceding financial year and an estimate of the receipts and expenditure for the current financial year.

b) To elect the officers and other members of the Management Committee.

c) To decide on any resolution that may be duly submitted to the meeting as hereinafter provided.

7.4 Any member wishing to propose any resolution at the Annual General Meeting shall give notice in writing to the Secretary not less than 21 days before the date of the meeting.

7.5 Each member shall be entitled to vote at the Annual General Meeting provided he/she has paid the annual membership subscription for that season and decisions, other than changes to the Constitution, shall be resolved by a simple majority.

7.6 A Special General Meeting may be held at any time the Management Committee considers such necessary, and shall be held within 24 days of the receipt by the Secretary of a request for such signed by 20% of the members and stating the purpose for which the Special General Meeting is to be called. Notice of the date, time and venue shall be given to all members not later than 14 days beforehand.

7.7 The Constitution can be amended only by a resolution of a two-thirds majority of the members voting at a General Meeting.

7.8 At all meetings of the Club the Chair shall take the chair and each member present shall be entitled to one vote upon every motion and in the case of equality of votes the Chair shall have a second or casting vote.

7.9 In the absence of the Chair the meeting may elect a deputy to fill the post for the period of the meeting only.

## WEBSITE

8. The club shall endeavour to maintain a website, or websites, where all club documents and minutes of management committee and sub-committees shall be posted. The website shall be open for posting of any news and operations related to the club subject to vetting by the management committee or its nominee. The website shall record membership details and shall allow officers, or their nominees, to contact members.

## 9. FINANCE AND ACCOUNTS

9.1 The amount of annual subscriptions shall be determined at the Annual General Meeting each year. All other charges and fees shall be determined by the Management Committee.

9.2 Annual subscriptions shall become due on 1st August in each year.

9.2 The Treasurer shall collect the subscriptions and maintain an account on behalf of the members at a bank or building society.

9.3 The Treasurer may use on-line banking for club financial transactions. Unless the Management Committee has authorised beforehand, any non-capital expenditure above £200 shall be scrutinised subsequently by the Management Committee.

9.4 Any capital expenditure above £100 must be authorised by the Management Committee.

## 10. DISSOLUTION

10.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

10.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

10.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the members of the Club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

## 11. INSURANCE

11.1 The Club shall take out a public liability policy of insurance.

11.2 All members shall comply with the terms of the policy, a copy of which shall be held by The Treasurer and shall be available for inspection at reasonable notice.

Adopted by Kidlington Forum Table Tennis Club at its AGM on 17<sup>th</sup> August 2022

Karl Bushell (Chairman at the AGM) and John Duncalfe (Club Secretary)