

BNCA Table Tennis Club is a community amateur sports club (registration number 03981) affiliated to the Black Notley Community Association ("BNCA") which in turn is a registered charity with its registration number being 1027564. The BNCA Table Tennis Club has a constitution, determined by its members, a management committee, properly audited accounts, and an annual general meeting ("AGM") for all members (usually held in the second or third week of May). The constitution of the BNCA Table Tennis Club is set out below.

BNCA TABLE TENNIS CLUB

CONSTITUTION AND RULES

1. Name

The name of the club shall be:- **BNCA Table Tennis Club** (the "Club")

2. Purposes

The object of the Club shall be to provide facilities for and to promote participation in the amateur sport of table tennis (the "Sport") in the Black Notley and surrounding areas and community participation in the same.

3. Management

A. Management Committee

The affairs of the Club in matters which are not in the rules reserved for the Club in general meeting shall be managed by a management committee of the Club. This will comprise elected honorary officers as follows:-

- i. Chairman
- ii. General Secretary
- iii. Treasurer
- iv. Development Officer
- v. Volunteer Coordinator

plus not more than 6 (six) other Club members who shall be elected annually at the AGM of the Club together with all officers. All members of the management committee shall retire annually, but be eligible for re-election.

The management committee may co-opt members to replace resignations or fill vacancies during the year and may appoint sub-committees for such purposes as it may deem appropriate. 4 (four) members shall constitute a quorum of the management committee and 3 (three) a quorum of any sub-committee.

The management committee shall meet as required on request by any honorary officer of the Club.

Management committee members shall each be entitled to one vote in the event of a poll. The Chairman is to act as chairman of all meetings and his decision upon points of procedure will be final. He has one vote upon any poll, and, in the event of a tie, he will have a second or casting vote. Should he not be at a meeting, the management committee will elect one of their number to act as chairman of that meeting who shall also then have a casting vote if necessary.

Minutes shall be kept of all such meetings

B. Team Selection Committee

A team selection committee shall be formed at the AGM comprising the honorary officers of the Club and any other nominated Club members elected at the AGM. All members shall retire annually, but be eligible for re-election. The quorum of this committee shall be 3 (three). The purpose shall be to decide the number of team entries to the Braintree & District Table Tennis League, or such other league as the members shall determine, and the composition and captains of those teams for the year 1st July to 30th June (the "Playing season").

The team selection committee shall meet no later than the end of June of each year in order to meet the deadlines of the Braintree & District Table Tennis League for league entries. Subsequent meetings shall be held as necessary to revise the composition of teams.

4. Annual General Meeting (AGM)

The AGM of the Club shall be held not later than the end of May of each year to:

- (a) Receive and approve the annual reports and statement of accounts
- (b) Appoint an auditor for the ensuing financial year
- (c) Elect the honorary officers and committees for the ensuing year
- (d) Determine the level of annual subscriptions and match fees and
- (e) Decide on any other relevant items.

All resolutions are to be passed by a simple majority. A quorum for this meeting shall be 5 (five) members.

5. Extraordinary General Meeting

An extraordinary general meeting may be called at any time, on requisition by the Chairman or on requisition signed by not fewer than 5 (five) members of the club being delivered to the General Secretary. The requisition must specify the precise business for which the meeting is called; no other business shall be transacted thereat, and 8 (eight) members shall form a quorum. The General Secretary is to arrange such a meeting within 28 (twenty eight) days from receipt of such a written request and inform members as provided in Rule 6.

6. Notice of Meetings

Notice of all meetings, annual or extraordinary, shall be sent to all members by the General Secretary at least 14 (fourteen) days before the proposed date of the meeting giving such details as venue, date, time, etc. Minutes shall be kept of all such meetings.

7. Membership

Membership of the Club shall be for the current Playing Season and open to anyone interested in the Sport on application and payment of the annual subscription regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

The Club may have different classes of membership and subscription on a non discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The Club management committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members. A list of all members shall be retained by the General Secretary.

8. Subscriptions and Match Fees

Annual subscriptions and match fees for adults, senior citizens, students and juniors will be recommended by the management committee and shall be subject to approval of members at the AGM. The management committee shall have authority to request supplementary subscriptions should these be necessary.

The definition of a junior is as stated in the Braintree and District Table Tennis League rules. A student is any person under the age of 21 and a senior citizen is any person aged 65 or over (in both cases on 31 December of the Playing Season).

Subscriptions shall be payable by the 31st July of the Playing Season to which they relate except for new members where the subscription shall be payable upon being accepted for membership. Each team captain shall be responsible for the collection of match fees unless alternative arrangements are made by the management committee.

9. Finances and Accounts

The financial year shall end on the 30th of April each year. Such books and records shall be kept to enable the Treasurer to present an accurate report and statement concerning the finances of the Club to the members at the AGM. The annual statement shall be checked by the auditor and signed by both the auditor and Treasurer and dated.

The funds of the Club shall be applied solely to the objects of the Club. No payments shall be made by way of fee or commission for any purpose to any member of the management committee or member of the Club, nor may they derive any pecuniary advantage from the Club other than the benefit accruing to members of the Club as a whole. All surplus income or profits are reinvested in the Club. No surpluses or assets will be distributed to members or third parties except in accordance with Rule 11. However, donations by the Club to charities or to clubs that are registered as community amateur sports clubs are permitted.

10. Alteration of Rules

These rules may be amended at a general meeting by two thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as a community amateur sports club as first provided for by the Finance Act 2002 and not in any event to alter its purposes or winding up provisions.

11. Dissolution

If the number of Club members shall at any time fall below 10 (ten), or if at any time the Club shall pass in extraordinary meeting, by a majority comprising two thirds or more of the members present and entitled to vote, a resolution of its intention to dissolve, the management committee shall take immediate steps to convert into money all property of the Club, with power however to postpone or delay the conversion if the Club in extraordinary meeting so authorise. Out of the proceeds of such conversion the officers shall discharge all debts and liabilities of the Club including the expenses of such conversion. Any balance remaining in their hands shall be disposed of by them to one or more of the following as directed by the extraordinary meeting:

- To another club with similar sports purposes which is a registered charity and/or
- To another club with similar sports purposes which is a registered community amateur sports club and/or
- To the Club's governing body for use by them for related community sports.

12. Code of Conduct

All members of the Club are expected to conform to acceptable standards of sportsmanship and behaviour. The management committee will hear any complaints raised against members and will have the power to suspend or expel any member whose conduct shall, in the opinion of the management committee, be calculated to injure the character or interest of the Club. Such decisions may be taken at the nearest management committee meeting, provided a majority of the management committee shall be in favour of the action.

13. Vetting

All designated coaches or managers of junior teams must undergo Criminal Records Bureau vetting at the expense of the Club, within a reasonable period of taking office. All vetting applications will be administered by the General Secretary of the Club.

14. Acceptance of Rules

A copy of this Constitution and Rules shall be placed on the Club notice board. Acceptance of membership shall imply acceptance of the foregoing Rules.

Adopted at the Annual General Meeting held

at Recreation Hall, John Ray Gardens, Black Notley, Essex CM77 8NE
on 27 May 2010

Signed

Name

Signature

Witnessed

Name

Address

.....

.....

.....

Signature