



1 Name of Club

The club will be called *The Bedford Community Table Tennis Club*, (Hereinafter will be referred to as The Club), and may also be known as *BCTTC*. *The Bedford Community Table Tennis Club* will be affiliated to Table Tennis England and the Bedford & District Table Tennis League

2 Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities, at an amateur level, in *Table Tennis within the Bedford area*
- To promote the club within the local community and *Table Tennis*
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- The club is a non-profit making group any surplus funds will be reinvested into the club objectives.

3 Membership

- (a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in *Table tennis*, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
 - Honorary Life Members
 - Full member
 - Guest Members / Temporary Members / Trial Members
- (c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- (d) Members in each category will pay membership fees, as determined at the Annual General Meeting, where every effort must be made to ensure that the said fees are will not pose a significant obstacle to membership but targeted with the objective of covering costs.
- (e) Individuals shall 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.



4 Sports Equity

- (a) 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.

- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5 Committee

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chairman, Vice Chairman, Treasurer, Safeguarding & Welfare Officer, Commercial Officer, Fixture Secretary, Club sessions and events Officer, IT Officer and Honorary President all of whom shall be elected at the Annual General Meeting. More than one of the above roles may be allocated to a single individual providing that the resulting committee consists of at least five individuals
- (b) All committee members must be members of the Club.
- (c) The term of office shall be for one year, and all members shall be eligible for re-election.
- (d) 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.
- (e) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.



- (f) The Committee will have powers to appoint and advisers to the Committee as necessary to fulfil its business.
- (g) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (h) The committee meetings will be convened by the Chairman or Vice Chairman of the Club and be held no less than two times per year.
- (i) Only the posts listed above will have the right to vote at committee meetings.
- (j) The quorum required for business to be agreed at Executive Committee meetings will be *three*.

6 Finances

- (a) The club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from *1st June* and end on *31st May*
- (c) All club monies will be banked in an account held in the name of the club.
- (d) A statement of annual accounts will be presented by the treasurer at the Annual General Meeting. The annual accounts will have to be vetted by another Committee Member till statutory requirements for audit will become applicable.
- (f) All Surplus income or profits will be reinvested in the club – No surpluses or assets will be distributed to members or third parties
- (f) Payments for invoices related to Club sessions facilities hire shall be paid only after verification/approval by another Committee member. Other than for facilities hire, all Cheques / Payments / On-line payments drawn against club funds should have the agreement and authorisation of / signatures of two officers other than the signatories/payer (see 5a above). For cash payments and payments by debit card, payments shall not exceed £20 in a single transaction and such payments should be approved by another Committee Member other than the payer before the next cash or debit card expense is incurred.
- (g) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.



7 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 the Annual General Meeting (AGM) in the month of *June* to:
- Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Vice Chairman.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Receive a report from those responsible for certifying the Club's accounts.
 - Elect the officers on the committee.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - 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 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 *10 members*.
- (h) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (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 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.

8 Amendments to the constitution

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



9 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 Coaching & 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 Vice Chairman.
- (c) The Management Committee will meet to hear complaints within 28 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 10 days of the hearing.
- (e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 30 days of the Secretary receiving the appeal.

10. Fixtures – Matches within the Bedford & District Table Tennis league

- (a) A meeting of the Executive Committee prior to the commencement of the league will agree and appoint Team Captains for the coming season
- (b) Team captains shall be responsible for ensuring that all fixtures are played on the stated date where possible.
- (c) Notice of any postponed matches and re-arrangements must be provided to the Chairman, Vice Chairman or Fixtures Secretary. If a match is cancelled or conceded the defaulting Club team shall be responsible for the associated match fees as if the game had been played.
- (d) All rearranged matches must be agreed with and confirmed by the Hall Officer or the Match Co-ordinator before the match is confirmed with the opposition.
- (e) All bookings for the Table Tennis Club will be the responsibility of the Executive Committee
- (f) Monthly Team selection will be undertaken by individual Team Captains in consultation with the Clubs Fixture Secretary.
- (g) To be eligible to play for a team player must be a full member of the club, having paid their membership fee, hold full membership of the TTE and participate in at least 7 club sessions / nights / events.



- (h) Team members must comply with the Bedford & District Table Tennis League requirements / rules

11 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 clubs funds. Any assets of the club that remain following this will become the property Table Tennis England.

11 Declaration

The Bedford Community Table Tennis Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name		Position	Chair
Sign		Date	

Name		Position	
Sign		Date	