

# UK DEAF TABLE TENNIS ASSOCIATION

## CONSTITUTION

### 1 TITLE

- 1.1 The name of the organisation shall be the UK DEAF TABLE TENNIS ASSOCIATION hereafter mentioned as “the Group”

### 2 AIMS

- 2.1 The aims of the Group are to promote and safeguard the interests of and provide advice and information to members and others who join in our activities.

### 3 OBJECTIVES

- 3.1 The objectives of the Group are:
- a) To organise table tennis for deaf players
  - b) To organise matches between deaf players
  - c) To organise coaching for deaf players
  - d) To provide training for deaf volunteers

### 4 MEMBERSHIP

- 4.1 Membership shall be open to all those living in the UK
- 4.2 Application for membership
- a) Any person meeting the criteria of 4.1 may apply for free membership
  - b) The committee shall have the power to refuse membership to any person.
- 4.3 Resignations
- a) Any member may resign from the Group by informing the Secretary in writing

### 5 SUBSCRIPTIONS

- 5.1 Subscriptions shall be decided at the AGM and shall run from 1<sup>st</sup> January to 31 December each year.

### 6 ACCOUNTS

- 6.1 The Group shall operate a bank account
- 6.2 The account shall be operated by the signatures of two (2) from a) the Chair b) the Treasurer and c) a nominated committee member
- 6.3 Funds may be transferred to a Building Society or other suitable investment as deemed appropriate by the Treasurer and with the approval of the committee.
- 6.4 Accounts shall be drawn up annually to 30<sup>th</sup> September and presented to members at the AGM

### 7 DISSOLUTION OF THE GROUP

- 7.1 The Group can be dissolved at an Annual General Meeting or Extraordinary General Meeting.
- 7.2 Upon dissolution, the assets of the Group (after all proper debts and liabilities have been met) shall be passed on to UK Deaf Sport who shall hold such assets on behalf of the Group for a period of five (5) years.
- 7.3 Should the Group be reconstituted within five (5) years, the assets shall be returned.
- 7.4 Upon expiry of the five (5) year period and the Group not having been reconstituted. UK Deaf Sport shall use the assets as they think fit.

## **8 OFFICERS AND COMMITTEE**

- 8.1 The Group shall be managed by a committee consisting of a Chair, Secretary, Treasurer and three (3) committee Members who shall be elected annually at the AGM
- 8.2 If the Secretary and Treasurer posts are combined, a fourth committee member shall be appointed.
- 8.3 The committee shall have the power to co-opt any number of people it may require.
- 8.4 The committee shall have the power to fill any vacancy arising within its membership during its term in office
- 8.5 If the Chair cannot attend or does not turn up for any meeting, the Committee shall appoint one of its members as Acting Chair. This person shall not be the Secretary or the Treasurer.
- 8.6 A Quorum at any meeting shall be four (4) of the full committee members.
- 8.7 If a quorum is not present, the committee can discuss business but any decisions must be ratified by the other members of the committee who are not present at the meeting. Such decisions can be conveyed to these members by letter or email if deemed necessary.
- 8.8 In the event of an equal number of votes being cast on a proposal, the Chair shall have a casting vote.
- 8.9 The Committee shall meet when necessary as decided by the Chair and Secretary. Any member of the committee may request a meeting.

## **9 ANNUAL GENERAL MEETING**

- 9.1 An Annual General Meeting of the Group shall take place every year.
- 9.2 A notice convening the AGM and the Minutes of the previous AGM shall be sent to each member of the Group at least six (6) weeks beforehand.
- 9.3 Motions for changes to the constitution shall be sent to the Secretary at least two (2) weeks before the date of the AGM and be included on the Agenda.
- 9.4 Motions (other than changes to the Constitution) shall be accepted from the floor.
- 9.5 Alterations to the constitution must receive the consent of not less than two thirds of the members present.
- 9.6 If the Chair is unable to be present within thirty (30) minutes of the scheduled start of the meeting, the Committee shall appoint one of the members as Acting Chair. This person should not be the Secretary or the Treasurer.
- 9.7 Voting shall be by a show of hands- unless members agree that a paper vote would be more appropriate.
- 9.8 In the event of an equal number of votes, the Chair shall have the casting vote.

## **10 EXTRAORDINARY GENERAL MEETING**

- 10.1 An Extraordinary General Meeting can be called at any time by at least five (5) members signing a letter stating why they want such a meeting and send copies of the letter to both the Chair and the Secretary of the Group.
- 10.2 A meeting shall be convened as soon as possible after the receipt of a letter requesting the EGM – but within 30 days.
- 10.3 Notice of the EGM must be sent to all members of the Group at least fourteen days prior to the date of the meeting and shall include a statement of the reasons for convening the meeting.

**Signed:**

**Dated:**