

CONSTITUTION

OF THE CENTRAL COAST TABLE TENNIS ASSOCIATION

Adopted: 16th October 1980

Revised: 27th July 2006

1. Name: The name of the Organisation shall be the:

Central Coast Table Tennis Association

2. Aims & Objectives:

- a) To provide a competitive table tennis experience for people of all ages.
- b) To promote and encourage the game of table tennis, both social and competitive, on the Central Coast.
- c) To raise funds and do all such things as to further the above objectives.

3. Membership:

Membership is open to all residents of the Central Coast upon payment of a fee to be determined by the Management Committee.

4. Management:

Management of the Central Coast Table Tennis Association shall be vested in a Management Committee consisting of seven (7) members elected at the Annual General Meeting. Members shall serve on the Management Committee for a term of one (1) year, but are eligible for re-election subject to Clause 5 Paragraph (b).

The Management Committee has the power to co-opt people in an advisory and non-voting capacity.

The Management Committee has the power to hire and fire staff as required and all staff persons shall be responsible to the Management Committee in the person of the President; or other person designated by the Management Committee.

The Management Committee may appoint a Patron on an annual basis. The Patron may attend Management Committee meetings in a non-voting capacity.

5. Office Bearers:

- a) Shall be elected at the Annual General Meeting and shall be the President, Vice President, Secretary, and Treasurer. These four (4) positions shall be known as the Executive Committee. No one person may hold more than one of these positions at the same time.
- b) Executive Committee members shall hold office for one (1) year, but are eligible for re-election provided that no person shall hold the same executive position for more than three (3) consecutive years, but may be re-elected to that position after an absence of one (1) year.
- c) The position of Recorder will be elected at the Annual General Meeting. The position of Recorder forms part of the Management Committee.
- d) Committee members shall be elected at the Annual General Meeting and make up the Management Committee along with the previously elected President, Vice President, Secretary, Treasurer and Recorder.

- e) If a Management Committee position cannot be filled, at the Annual General Meeting, a meeting is to be held within fourteen days consisting of the outgoing committee and the newly elected committee for the sole purpose of filling the vacant position(s). All members of the association are also welcome at this meeting. Any Executive position not filled is to be continued by the outgoing person(s) until this meeting. This overrides Clause 5 Paragraph (b) regarding the maximum term of three (3) consecutive years in office.
- f) At any Management Meeting the following positions may be filled from the Management Committee members:
 - (i) Publicity officer
 - (ii) Newsletter editor
 - (iii) Stock & equipment officer
- g) Should a vacancy occur on the Management Committee between Annual General Meetings, the position may be filled in an acting capacity by an appointee of the Management Committee, should a member be so appointed the time for acting capacity shall in no way preclude the holder from serving a full three (3) year term in an elected capacity.
- h) Between Management Committee meetings the Executive Committee may act on behalf of the Organisation, provided that any action taken is ratified at the next Management Committee meeting.

6. Life Membership:

The Management Committee may appoint Life Membership to a current or past member as it sees fit. All such appointees may attend Management Committee meetings in a non-voting capacity.

Once appointed, Life Members do not have to pay any membership costs.

7. Vacation of Office:

The office of a member of the Management Committee shall become vacant:

- a) Upon his/her death.
- b) If he/she is declared bankrupt.
- c) If he/she resigns his/her office by notice in writing to the Organisation.
- d) If he/she ceases to be member of the Organisation.
- e) If he/she is absent without leave from three (3) consecutive meetings.
- f) Upon resolution of a two-thirds (2/3) majority of those present at a properly convened Special General Meeting called for the purpose of removing him/her from office.

8. Proceedings at Management Committee meetings:

- a) The Management Committee may meet together for the dispatch of business, adjourn and otherwise appoint and regulate its meetings as it thinks fit provided that:
 - (i) The Management Committee meets at least twice per year.
 - (ii) A Management Committee meeting shall be held no less than seven (7), and no more than fourteen (14) days before a General Meeting.
- b) Questions arising at a Management Committee meeting shall be decided by a majority of those present, and a determination of a majority of those present shall for all intents and purposes be a determination of the Management Committee.
- c) The continuing members of the Management Committee may act, notwithstanding any vacancy on the Committee, but if and so long as their number is reduced below that fixed for a quorum, then the continuing membership may only act for the purpose of increasing the number of members on the Committee from among members of the Organisation, which they are hereby empowered to do, or of summoning a General Meeting of the Organisation, but for no other purpose.

- d) Staff persons employed by the Organisation shall attend Management Committee meetings unless otherwise resolved by the Committee for a specific period only, but shall not be entitled to vote.

9. Annual General Meetings:

- a) Shall be held within six (6) to ten (10) weeks upon the resumption of the yearly competition for the conduct of the following business:
 - (i) Receipt of the annual reports. (President and Secretary)
 - (ii) Receipt and adoption of the audited financial report and statement.
 - (iii) Election of the Management Committee.
 - (iv) Determination of the frequency of General Meetings for the year.
 - (v) Receipt of other reports.
 - (vi) Any other business.
- b) Notice of the annual General Meeting shall be given in writing by the Secretary to all members at least two (2) weeks prior to the date set down for the meeting.

10. General Meetings:

General Meetings may be attended by any member of the association and shall be held as determined at the Annual General Meeting.

11. Special General Meetings:

- a) Any four (4) members of the Management Committee may at any time convene a Special General Meeting.
- b) The President may convene a Special General Meeting.
- c) The Secretary, upon the written request of not less than 5% of the membership shall convene a Special General Meeting. Such meetings shall be held within one (1) month of the written request.
- d) The only business conducted at a Special General Meeting shall be the business for which the meeting was convened, and of which notice has been given in writing to all members at least two (2) weeks prior to the date set down for the meeting.

12. Quorum:

- a) For Management Committee meetings, a quorum shall be more than half of the total number on the Management Committee, i.e.; four (4).
- b) For General and Special Meetings, a quorum shall be 20% of registered members.

13. Voting:

Each member shall be entitled to one (1) vote only, provided that in the case of an equality of votes at any meeting the President shall be entitled to a second, or casting vote.

14. Financial Year:

The financial year shall end at midnight on the 31 December each year.

15. Funds:

- a) A float of money may be kept by the Treasurer for the purpose of funding a future event were the payment by cheque is not practical. The maximum amount allowable is to be determined by the Management Committee and placed in the By-Laws. The Treasurer should at all times be

aware of the float and document it in all financial reports. After the event the float is to be banked. No float should be kept over the end of each financial year.

- b) With the exception of Clause 15 Paragraph (a) all moneys received by the Organisation shall be deposited intact at the earliest opportunity to the credit of the Organisation's account, with a Financial Institution to be determined by the Management Committee.
- c) Receipts for moneys received shall be issued promptly.
- d) All cheques are to be signed by any two (2) of three (3) designated Office Bearers.
- e) The amount of all fees levied on members and the payment requirements are to be set by the Management Committee and placed in the By-Laws.
- f) The Management Committee may elect to pay an allowance to members for their use of personal equipment used in the running of the association. For example printing, fax or telephone expenditure. These allowances are to be placed in the By-Laws of this Constitution.

16. Financial Audits:

An auditor shall be engaged by the Management Committee to examine all accounts, ledgers, receipts etc, and shall furnish a report to the Annual General Meeting covering the income and expenditure of the financial year preceding the Annual General Meeting.

The Treasurer shall furnish the Auditor with all necessary information at least two (2) weeks prior to the annual General Meeting.

17. Minutes:

The Management Committee shall cause minutes to be made of:

- a) All registered members.
- b) All appointments of Office Bearers, Committee members, and staff.
- c) All those present at meetings of the Organisation and Committees, including all Resolutions, Balance of Financial Statements, and the Totals of Accounts passed for payment.

Such minutes shall be passed by a majority at the meeting where the minutes are confirmed.

18. General:

- a) A schedule of duties of members of the Management Committee and staff shall be drawn up by the Management Committee and placed in the By-Laws.

The allocation of responsibility to a member of the Management Committee for a given task, shall not prevent that task being undertaken by staff employed by the Organisation, but the responsibility remains with the member of the Management Committee concerned.

If a member of the Management Committee is unable to carry out, for any reason, his/her responsibilities, the President may seek the assistance of another member of the Management Committee to carry out those tasks.

- b) At all meetings of the Organisation, normal meeting procedures shall be observed.
- c) The Management Committee may engage a Solicitor as required.

19. Sub Committees

Sub committees may be formed for the purpose of organising an event or for the day-to-day running of the competition. Guidelines for the running of sub committees must be endorsed by the Management Committee and placed in the By-Laws.

Any issue arising outside of a sub committee's control must be raised with the President. If the matter cannot wait for the next scheduled Management meeting then the Executive Committee may make a decision as per Clause 5, Paragraph (h).

Non committee members may be asked to be part of a sub committee. The majority of the sub committee must be made up of Management Committee personnel.

The sub committee must submit a report to all Management meetings. Decisions made by a sub committee may be overturned by the Management Committee.

20. By-Laws

This constitution has By-Laws that are to be managed and updated by the Management Committee. Their purpose is to let the Management Committee determine the day-to-day running of the association without the need to make changes to this Constitution.

Changes to the By-Laws must be made at Management Meetings by a majority vote. No By-Law can override or change this Constitution.

21. Liability:

- a) The Organisation shall not be liable for any actions or debts incurred by any individual, or group of individuals, except as authorised by the Management Committee.
- b) No individual member shall be liable for any actions of, or debts incurred by the Organisation.

22. Amendments:

Amendments to this constitution shall not be made except by resolution at a General Meeting or a Special General Meeting called for that purpose.

23. Dissolution:

- a) The Organisation shall be dissolved in the event of membership being fewer than five (5) persons, or upon a three fourths (3/4) majority resolution at a Special General Meeting called to the matter.
- b) Upon dissolution, the assets of the Organisation after settlement of liabilities may be disposed of as determined by a majority of those present at the dissolution meeting.