

## **KENT COUNTY TABLE TENNIS ASSOCIATION**

### **1. NAME**

The Association shall be called the Kent County Table Tennis Association.

### **2. OBJECTS**

2.1. The Association shall be affiliated to the English Table Tennis Association.

2.2. The objects of the Association shall be as follows:

2.2.1. to act as the controlling and governing body for the game of Table Tennis in the County of Kent subject to any overriding decisions of the National Council of the English Table Tennis Association.

2.2.2. to assist and encourage the formation of Table Tennis leagues and clubs in the County of Kent and to promote the game in every possible way.

### **3. AREA OF JURISDICTION**

The area of jurisdiction of the Association shall be the County of Kent as defined by the Rules of the ETTA. This includes the London Boroughs of Bexley, Bromley, Greenwich and Lewisham.

### **4. DEFINITIONS**

4.1. In these Rules and any Regulations made hereunder the following words and phrases shall have the meaning assigned by this Rule:

4.1.1. The Association: the Kent County Table Tennis Association

4.1.2. Casual Vacancy: A vacancy which occurs at a time when the normal procedure prescribed by the Rules for filling it cannot operate.

4.1.3. ETTA: the English Table Tennis Association

4.1.4. Member: Any person mentioned in Rule 5.1, or any official, player or other individual member of a body mentioned in Rule 5.1.2, or of a club in membership of or affiliated to such a body.

4.1.5. National Council: the National Council of the ETTA.

4.2. Words and phrases defined by the Rules of the ETTA and not otherwise defined by these Rules shall have the meaning assigned to them by the Rules of the ETTA.

### **5. CONSTITUTION**

5.1. The Association shall consist of:

5.1.1. President, Vice-Presidents, Life Vice Presidents and officers

5.1.2. All Local Leagues, Directly Affiliated Clubs and Directly Affiliated Individuals affiliated to the ETTA which are within the jurisdiction of the Association as prescribed by the National Council (except those exempted by decision of the National Council)

5.2. The Association shall without payment of fee accept into Good Standing the following, but no other, bodies:

5.2.1. All organisations within the jurisdiction of the Association which are in Good Standing with the ETTA.

5.2.2. All County or Regional Associations or organisations covering the area or part of the area of jurisdiction of this Association which are part of or affiliated to national Associations or organisations in Good Standing with the ETTA.

5.2.3. The County Schools Table Tennis Association(s) and Schools Leagues and School Clubs within the jurisdiction of the Association except such as are affiliated.

### **6. AFFILIATION**

6.1. Affiliation to the Association shall be compulsory for all Local Leagues, Directly Affiliated Clubs and Directly Affiliated Individuals in the County, unless exempted by a decision of the National Council.

6.2. Application: Every applicant for affiliation shall complete the current affiliation form and shall sign it on behalf of himself/herself or of the league or club on whose behalf the application is made.

6.3. A club or individual not directly affiliated to the ETTA may apply to be directly affiliated to the Association provided that it or he/she is affiliated to the ETTA through another body.

6.4. Every Local League and Directly Affiliated Club shall send to the Secretary of the Association not later than 1 October each season a copy of its current Rules.

6.5. No person or body may affiliate to the Association unless affiliated to the ETTA.

## **7. AFFILIATION FEES**

- 7.1.1. The Affiliation Fees per season shall be determined at the Annual General Meeting held at the end of the preceding season.
- 7.2. Date for payment: Affiliation Fees shall be paid on or before 1 October each season to the Treasurer. Any Local League whose subscriptions are not paid by this date will not be allowed to vote at the Annual General Meeting for that season.
- 7.3. Guarantee: Each Local League shall deposit with the Treasurer of the Association a Guarantee Fee of £25.00 which shall be available for the payment of fines or other monies due to the Association.

## **8. OFFICERS and NATIONAL COUNCILLOR**

- 8.1. The Officers of the Association shall be: Chairman, Vice-Chairman, Secretary and Treasurer.
- 8.2. Election: The Officers shall be elected by the Annual General Meeting and shall serve from the end of the meeting at which they are elected until the end of the Annual General Meeting following; they shall be eligible for re-election.
- 8.3. Casual Vacancy: may be filled by the Management Committee
- 8.4. National Councillor
- 8.4.1. Between May 1<sup>st</sup> and June 15<sup>th</sup> each Administrative Year the Management Committee shall elect the National Councillor to represent the County for the following Administrative Year, after considering all nominations submitted to them by Members of the Association.
- 8.4.2. The Secretary shall send a copy of the Management Committee Minute recording the election or the information required by the ETTA official appointment form certified by himself and by a second person who must be the Chairman, Vice-Chairman or Treasurer to reach the ETTA General Secretary, or such other person as may be designated for the purpose by the ETTA Management Committee, by June 20<sup>th</sup>.
- 8.5. The Association may elect a Deputy National Councillor in accordance with the rules as set out for the election of the National Councillor.

## **9. MANAGEMENT**

- 9.1. The affairs of the Association shall be managed, subject to the control of the Annual General Meeting, by a Management Committee consisting of (1) the Officers (2) the person representing the Association on the National Council (3) a minimum of four persons elected by the Annual General Meeting including the Umpires Secretary.
- 9.2. Co-option: The Committee shall have power to co-opt not more than five other members of the Association. Co-opted members shall have the right to vote.
- 9.3. Casual Vacancies: The Committee shall have power to fill a Casual Vacancy in any Office or on the Committee until the next Annual General Meeting.
- 9.4. Meetings: The Committee shall meet as and when required but not less than four times during the Administrative Year.
- 9.5. At least seven day's notice in writing of the place, date and time of every meeting shall be sent to every member of the Committee.
- 9.6. Quorum: The business of the Committee may be transacted by not less than four members.
- 9.7. Chair: In the absence of both Chairman and Vice-Chairman the Committee shall elect one of its number to take the chair for the meeting.
- 9.8. Voting: Every question at a meeting of the Committee shall be determined by a majority of the members present and voting, every member having one vote. In the case of an equality of votes the chairman of the meeting shall have a second or casting vote.
- 9.9. Regulations: The Committee shall have power to make Regulations to cover such matters not specifically dealt with in these Rules as it thinks fit.
- 9.10. Standing Sub-Committees: At its first meeting following the Annual General Meeting the Committee shall appoint Standing Sub-Committees to deal with the following matters: (1) Umpiring (meetings of this sub-committee shall be convened by the Umpires Secretary) (2) Discipline.

- 9.11. Sub-Committees: The Committee may delegate any of its duties and powers to sub-committees consisting of such persons as it shall decide, provided that at least one member shall be a member of the Committee. Any sub-committee shall, in the performance of its duties, conform to the Terms of Reference laid down by the Committee. Unless decided otherwise by the Committee, the chairman of a sub-committee shall be responsible for reporting to the Committee.
- 10. ANNUAL GENERAL MEETING**
- 10.1. Date: Each season the Association shall hold an Annual General Meeting in June or July.
- 10.2. Notice: To call the AGM the General Secretary shall give at least 14 days' notice in writing of the place, date and hour, together with the Agenda, to the President, all Vice-Presidents, Officers and to the General Secretary of each Local League and Directly Affiliated Club and to each Directly Affiliated Individual.
- 10.3. Accredited Representative: Each Local League shall appoint one Accredited Representative to attend each General Meeting to exercise the vote of the Local League either by block vote or in a show of hands. The Accredited Representative shall be nominated by any two of the Chairman, Secretary and Treasurer of the Local League in writing to the Secretary of the Association not less than seven days prior to a General Meeting. Any Local League not complying with this rule, or failure by the nominated representative to attend the General Meeting will be fined £25.00. A Local League may nominate further representatives should any previously Accredited Representative be unable to attend the Annual General Meeting.
- 10.4. Right to attend: Attendance at the meeting shall be open to all Members.
- 10.5. Agenda:
- 10.5.1. The following items shall be included: (1) Minutes of the previous AGM (2) Minutes of any SGM held since the previous AGM (3) Annual Report of Management Committee (4) Statement of Accounts (5) Rule Change Propositions (if any) (6) motions of which the Secretary has received notice in writing not later than 30 April (7) Election of President, Vice-Presidents (8) Election of Officers (9) Election of Management Committee Members (10) Appointment of Auditor.
- 10.5.2. Motions not included in the Agenda shall not be voted upon.
- 10.6. Voting: Resolutions concerning the Rules of the Association and election of Officers and Management Committee shall be subject to block voting, but all other matters may be decided by a show of hands at the discretion of the General Meeting. In block voting, only Local Leagues shall be entitled to vote and each Local League shall be entitled to one vote for each complete £1 of annual subscription paid by the Local League during the previous season. On show of hands, only Local Leagues and the Chairman, Vice-Chairman, Secretary and Treasurer of the Association (other than the Chairman of the meeting) shall be entitled to vote, provided that no person shall exercise more than one vote. In either form of voting, the Chairman of the meeting shall have a casting vote.
- 10.7. Special Majority: No resolution altering the Rules of the Association shall be declared carried unless at least two thirds of the total votes cast are in favour of that resolution.
- 10.8. The chair at the Annual General Meeting shall be taken by the President or Acting President or, at the direction of President or Acting President or in his absence, by the Chairman of the Association. In the absence of both, the chair shall be taken by a member elected at the Annual General Meeting
- 11. SPECIAL GENERAL MEETING**
- 11.1. A Special General Meeting shall be convened on a resolution of the Management Committee or to take place within 28 days after receipt by the Secretary of a requisition signed by at least a third of the Local Leagues stating the business to be transacted at the meeting.
- 11.2. Rule 10 (except sub-rules 10.1 and 10.5) shall apply.
- 11.3. A Special General Meeting shall transact only such business as is specified in the resolution or requisition convening it.

## **12. FINANCE**

- 12.1. Bank Account: The funds of the Association shall be kept at a Bank or invested in a Building Society or other security approved by the Association.
- 12.2. Cheque Signatories: All cheques etc, drawn on the Bank, Building Society and other accounts shall be signed by the Treasurer and by any one of the Chairman, Vice Chairman or Secretary.
- 12.3. The Financial Year of the Association shall end on 30 April.
- 12.4. Auditor: The accounts of the Association shall be audited each season by an auditor appointed by the AGM.
- 12.5. Income and property of the Association from whatever source derived shall be applied solely to the promotion of the objects of the Association.
- 12.6. Committee member or any Sub-Committee may commit the Association to any expenditure without prior approval of the Committee

## **13. DISSOLUTION**

In the event of the winding up or dissolution of the Association, any surplus assets remaining after discharge of liabilities shall automatically vest in the ETTA who shall hold them for a period of six years in trust to pay them to any organisation set up with objects identical with or similar to those of the Association (the ETTA during such period making every endeavour to promote and encourage the formation of such an organisation) and thereafter for the general purposes of the ETTA.

## **14. APPEALS AGAINST LEAGUES**

- 14.1. Any Member or affiliated club aggrieved by a decision or action of a Local League, or a Committee, Officer or official of such league, or by neglect or refusal to do something which such organisation or person is under a duty to do, may appeal against such decision, action neglect or refusal to this Association whose proper decision shall be final and binding on all parties.
- 14.2. The Association shall not have power to reverse a decision or action which is in accordance with the rules of the Local League unless it constitutes a breach of the Rules or Regulations of this Association or of the ETTA or of the principles of natural justice.
- 14.3. Any such appeal shall be made in writing to the Secretary within 21 days after notification of the decision or action appealed against, and shall be accompanied by a fee of the amount prescribed by the ETTA and specified in the Schedule to this rule. The fee shall be returned if the adjudicating body consider the making of an appeal to have been justified (whatever the result).
- 14.4. Either party to the Appeal shall be entitled to require a Hearing before the adjudicating body.
- 14.5. Any party may be represented at a Hearing provided that the Association is notified in advance in writing of the intention to be represented.

## **15. DISCIPLINARY**

- 15.1. A Member shall not do or cause to be done anything deliberately harmful to the Association nor likely to bring the Association or the game of Table Tennis into disrepute.
- 15.2. A Member shall not without good and sufficient cause –
  - 15.2.1. absent himself from the Hearing of any allegation or appeal after having been requested with reasonable notice to attend
  - 15.2.2. refuse or neglect to answer any question put to him in connection with such allegation or appeal if directed to answer by the chairman of the adjudicating body

**16. SUSPENSION**

- 16.1 For a breach of this Association's Rules or Regulations the Association shall have power to suspend any Local League, club, player or official within its jurisdiction, under the power created by ETTA Rules and subject to the right of appeal provided by such Rules.
- 16.2 The ETTA General Secretary shall be notified of any suspension under this Rule.
- 16.3 Such suspension shall be enforced by all bodies in this county, but shall operate only within the jurisdiction of this Association, the suspended person or body being deprived of the privileges of membership of or affiliation to this Association and any Local League or Directly Affiliated Club affiliated to this Association, but not of the privileges of membership of or affiliation to the ETTA enjoyed outside the jurisdiction of this Association.

**17. DISCIPLINARY COMMITTEE**

- 17.1 The Standing Sub-Committee referred to in Rule 9.10 (2) shall be called the Disciplinary Committee and shall consist of five persons, one of whom shall be designated as Chairman by the Committee.
- 17.2 Members of the Disciplinary Committee shall (unless they resign) serve until the end of the season in which they are appointed and thereafter until the appointment of their successors. Casual vacancies shall be filled by the Committee.
- 17.3 A decision may be taken by not less than three members, all of whom must have been present throughout the hearing.
- 17.4 Any member of the Committee having an interest in a matter to be discussed must declare that interest as soon as he is aware of it, and must not be present in his capacity as a member of the Disciplinary Committee during the transaction of that business.
- 17.5 Should disqualification under Rule 17.4 leave less than three members as required by Rule 17.3, the Management Committee shall appoint sufficient temporary members to make the number up to three, such members serving only for the particular matter for which they are appointed.
- 17.6 The Disciplinary Committee shall deal with any allegation under Rule 17.7 of breach of Rule or Regulation of this Association.
- 17.7 Any allegation referred to in Rule 17.6 must be made in writing to the Secretary specifying the Rule or Regulation alleged to have been broken, the name of the member or organisation alleged to be in breach and the date and place of the alleged breach.
- 17.8 The Disciplinary Committee shall follow the procedure laid down by the National Council of the ETTA as included in Appendix 'E' to the Rules of the ETTA.
- 17.9 If a formal allegation is proved to its satisfaction the Disciplinary Committee shall have power to impose on the member or organisation guilty of such breach (the offender) one or more of the following penalties -
  - 17.9.1 that they be suspended from the privileges of membership of this Association either indefinitely or for a stated period.
  - 17.9.2 that they be fined.
  - 17.9.3 that they be censured.
- 17.10. The Chairman of the Disciplinary Committee shall, within seven days of the hearing, notify its decision in writing to the Secretary, who shall then notify the member or organisation in writing, at the same time sending the member or organisation a copy of Rule 18 (Right of Appeal) if the charge has been proved.

**18. RIGHT OF APPEAL**

- 18.1 Any Member, affiliated club or Local League aggrieved by a decision or action of this Association, or a Committee, Officer or official of this Association (except the proper determination of an Appeal), or by the neglect or refusal to do something which this Association or such Committee, Officer or official of this Association is under a duty to do, may appeal against such decision, action, neglect or refusal to the ETTA Board of Appeal.
- 18.2 21 days after notification of the decision or action appealed against, and shall be accompanied by a fee of an amount prescribed by the ETTA. The fee will be returned if the adjudicating body considers the making of an appeal to have been justified (whatever the result).

## **19. MATTERS NOT COVERED BY RULES**

If any question or matter arises which is not provided for in these Rules, it shall be dealt with by the Management Committee.

## **20. ALTERATION OF RULES**

- 20.1. These Rules may be changed (whether by addition, alteration or deletion) only by decision of an Annual General Meeting or of a Special General Meeting convened for the purpose.
- 20.2. Proposals for such changes to be considered by the next AGM shall be submitted in writing to reach the Secretary not later than 15 March.
- 20.3. All proposals so received shall be circulated to all Local Leagues, Directly Affiliated Clubs and Directly Affiliated Individuals affiliated to the Association by 1 April.
- 20.4. Amendments or Alternative Propositions dealing with the same subject matter shall be accepted for consideration by the AGM if submitted in writing and received by the Secretary not later than 30 April.
- 20.5. Proposals for such changes to be considered by a Special General Meeting shall be submitted to the Secretary in writing together with the requisition for the Special General Meeting.
- 20.6. Before any resolution altering these Rules shall be declared carried at least two thirds of the total votes cast must be in favour of that resolution.
- 20.7. Notwithstanding the provisions of Rule 20.1, the following Rules 2.1, 2.2.1, 2.2.2, 3, 4 – 4.1.5, 4.2, 5.1.2, 5.2, 6.1, 6.5, 8.4, 9.10 and 9.10 (1), 12.2, 13, 14, 15, 16, 17.6, 17.7, 18, 20.1, 20.7, 20.8, may not be changed without the previous written consent of the National Council and may be changed by the National Council without any such change requiring to be approved by a County General Meeting; such a change shall take effect on a date to be specified by the National Council being a date not earlier than one month after the County Association has been given notice of the change.
- 20.8. The Rules of this Association are subject to the approval of the ETTA.

## **21. PRESIDENT AND VICE-PRESIDENTS**

- 21.1 Nominations for President and Vice-Presidents can only be made by the Management Committee with the approval of the President (unless that office is vacant)
- 21.1.1 The President and any Vice-Presidents shall be elected by the Annual General Meeting and shall serve from the end of the meeting at which they are elected for a period of three years, until the end of the relevant Annual General Meeting; they shall be eligible for re-election.
- 21.2 Casual Vacancy: In the event of a casual vacancy in the office of President, the Management Committee shall have the power to appoint an Acting President.

## **22. LIFE VICE-PRESIDENTS**

- 22.1. The distinction of Life Vice-Presidents may be bestowed on members of the Association for specially valuable and long service to the Association.
- 22.2 Nominations for Life Vice-Presidents can only be made by the Management Committee, with the approval of the President (unless that office is vacant).
- 22.3. Life Vice-Presidents shall be elected at the Annual General Meeting and are elected for life.
- 22.4. Life Vice-Presidents shall be entitled to free admission, for themselves and one guest, to any event staged by, or on behalf of the Association.

## **23. EMERGENCY POWERS**

- 23.1 The Chairman, Vice-Chairman, Secretary and Treasurer shall be empowered to act as a Sub-Committee on behalf of the Management Committee in between Committee Meetings

## **24. TOURNAMENTS**

- 24.1. Applications by any affiliated body for the running of Open Tournaments shall be submitted to the Secretary before the 15th March prior to the season in which the tournaments takes place.
- 24.2. Applications for the running of invitation or Inter-Association Tournaments shall be submitted to the Secretary before the date of the Annual General Meeting prior to the season in which the tournament takes place.

## **25 CHAMPIONSHIPS AND COUNTY MATCHES**

- 25.1. Championships organised on behalf of the Association shall be run on the following basis; 75% profit to the Association, 25% to the staging body. The Association shall bear 100% of any loss.
- 25.2. Arrangements for County Matches shall be made at the discretion of the Management Committee.
- 25.3. The referee for Championships and Matches staged under the auspices of the Association shall be appointed by the Management Committee and shall be a National or County Umpire.

**Schedule to Rule 14.3**

Appeal Fee:            Individual: £10  
                                 Organisation: £20  
                                 Or as updated by the ETTA rules