

# SAMPLE CLUB CONSTITUTION

Name Of Club

## 1. CLUB NAME

The Club will be called \_\_\_\_\_ and will be affiliated to Table Tennis Ireland.

## 2. AIMS AND OBJECTIVES

The aims and objectives of the club will be:

- To offer participation and competitive opportunities in Table Tennis
- To increase overall participation levels of people playing Table Tennis within the local community
- To provide an inclusive sport for all (juniors, seniors, veterans, people with a disability)
- To provide coaching and development for players, coaches and volunteers
- To promote the club within the local community and nationally through Table Tennis Ireland
- To ensure a duty of care to all members of the club by providing a safe environment for individuals to participate in sport
- To provide all its services in a way that is fair and equitable
- To manage the \_\_\_\_\_ / Name of facility (if applicable).

## 3. MEMBERSHIP

Membership should consist of **players, coaches** and **officers of the club**.

All members will be subject to the regulations of this constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:

- **Junior Member** (playing member **under 18yrs** of age)
- **Senior Member** (playing member **between the age of 18yrs and 39yrs**)
- **Veterans member** (playing member **40yrs and older**)
- **Associate member** (coach or volunteer)

## 4. MEMBERSHIP FEES

Membership fees will be set annually and agreed by the Executive Committee or determined at the Annual General Meeting (AGM).

Fees will be paid: by **annual/monthly/weekly/daily** subscription (**delete as applicable**).

## 5. OFFICERS OF THE CLUB

The officers of the club will be:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Children's Officer
- Designated Liaison Person
- Public Relations Officer
- \_\_\_\_\_ / Please add any other relevant position.

Officers will be elected annually at the AGM.

All officers will retire each year but will be eligible for re-appointment.

## 6. COMMITTEE

The club will be managed through the Executive Committee consisting of:

Chairperson: \_\_\_\_\_

Vice Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Children's Officer: \_\_\_\_\_

Designated Liaison Person: \_\_\_\_\_

Public Relations Officer: \_\_\_\_\_

/ Names of officer posts listed above to be inserted here.

- Only these Officers will have the right to vote at meetings of the Executive Committee.
- The Executive Committee will be convened by the Secretary of the club and will hold no less than \_\_\_\_\_ / Please number of meetings per year.
- The quorum required for business to be agreed at Executive Committee meetings will be three persons.
- The Executive Committee shall develop and manage a financial plan for the Club to ensure its operation is sustainable
- The Executive Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Executive Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Executive Committee as necessary to fulfil its business.
- The Executive Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 7. FINANCE

- All club monies will be banked in an account held in the name of the club.
- The Club Treasurer will be responsible for the finances of the club.
- The financial year of the club will end on \_\_\_\_\_ / Please insert date.
- An audited statement of annual accounts will be presented by the Treasurer at the AGM.
- Any cheques drawn against club funds should hold the signatures of the Treasurer and a second authorised signatory.

## 8. ANNUAL GENERAL MEETINGS

- Notice of the AGM will be given by the Club Secretary to members with not less than 21 clear days' notice to be given.
- The AGM will receive a report from officers of the Executive Committee and a statement of the audited accounts.
- Nominations for officers of the Executive Committee will be sent to the Secretary prior to the AGM.
- Elections of officers are to take place at the AGM. All current paid up members on the date of the AGM shall have the right to vote.
- The quorum for AGMs will be \_\_\_\_\_ / Please insert number (usually 25% of the total membership).
- The Executive Committee has the right to call an Extraordinary General Meeting (EGM) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## 9. GARDA VETTING AND SAFEGUARDING

This sports club is fully committed and obliged to vet every person prior to taking up a role which involves work with a vulnerable person and/or a person under the age of 18 years. In regards to safeguarding, the club recommends that members partake in safeguarding courses to help ensure the well being of members. Every individual in the club should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the organisation and the guidelines provided by our governing body and contained in the [Code of Ethics](#) and [Good Practice for Children's Sport](#). All officers and parents should seek to create a safe environment for people to participate in their sport.

## 10. EQUALITY POLICY

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:



Equity in sport 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**.

- 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.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
- Please refer to the club's [Equality Policy](#) for more information.

## 11. DISCIPLINE AND APPEALS

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 safeguarding policy and procedures. The Children's Officer is the lead contact for all members in the event of any safeguarding concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Executive Committee will meet to hear complaints within \_\_\_\_\_ / *Please insert number* / days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

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 \_\_\_\_\_ / *Please insert number* / days of the hearing.

There will be the right of appeal to the Executive Management Committee following disciplinary action being announced. The committee should consider the appeal within \_\_\_\_\_ / *Please insert number* / days of the Secretary receiving the appeal.

## 12. DISSOLUTION

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club, which were donated by Table Tennis Ireland, shall remain the property of Table Tennis Ireland and returned to them for allocation to another club or school.

## 13. AMENDMENTS TO THE CONSTITUTION

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