

# **CONSTITUTION OF**

## **TABLE TENNIS SOUTHLAND INCORPORATED**

### **1 NAME**

The name of the Association shall be “ TABLE TENNIS SOUTHLAND INCORPORATED” (hereinafter referred to as TTSLD)

### **2 REGISTRATION**

TTSLD shall be registered under “the Incorporated Societies Act 1908”.

### **3 REGISTERED OFFICE**

The registered office of TTSLD shall be at such place as the Management Committee of TTSLD may from time to time determine.

### **4 OBJECTS**

The objects of TTSLD are to be:

- a) Encourage, foster, promote, control, organise, develop, manage and administer the playing of table tennis in the area controlled by TTSLD.
- b) Prescribe, maintain and uphold the laws for playing table tennis in the area, including a doping policy and procedures to deal with breaches of that policy.
- c) Affiliate with Table Tennis New Zealand Incorporated and as may be determined from time to time by the Management Committee, any other organisation.
- d) Generally do all things whatsoever for the benefit of table tennis which may be deemed expedient or which may be directly or indirectly incidental or ancillary to the objects of TTSLD provided however that the foregoing objects shall in no way limit the powers conferred upon Societies incorporated under the Incorporated Societies act 1908 and its amendments.

### **5 POWERS**

The Powers of TTSLD include the following:

- a) Employ the funds of TTSLD in such manner as is deemed by the Management Committee in the best interest of table tennis.
- b) Borrow monies for the purposes of carrying out the objects of TTSLD.
- c) Invest monies of TTSLD upon such securities and upon such terms and conditions as may be determined by the Management Committee.
- d) Raise monies by subscriptions, levies, affiliation fees, donations or otherwise.

- e) Advance or lend monies to any Member Organisation either with or without security and upon such terms and conditions as shall from time to time be deemed proper and expedient.

## **6 COMMON SEAL**

The Common Seal of TTSLD shall be held in the custody of the Secretary (or equivalent position) who shall affix it to such documents as the Management committee may from time to time direct and shall be attested by a Management committee member and the Secretary. A record of every document to which the seal is affixed shall be kept.

## **7 MEMBERSHIP**

- a) Any club or organisation (hereafter referred to as “member clubs”) whose objects include the playing of table tennis will be eligible to apply for membership of TTSLD.
- b) The Management Committee may at its discretion accept affiliation from individual players or groups of players forming teams of any type within TTSLD in circumstance advised in advance by the Management Committee.
- c) Application for membership shall be made in writing to TTSLD. Applications shall supply such information as requested by the Management Committee. All applications shall be considered by the Management Committee which may, at its discretion accept or refuse such application. (successful club applicants shall hereinafter be referred to as “member clubs” and individual players as “members”).
- d) A register of member clubs and members shall be kept on a data base.

## **8 MEMBERSHIP – OBLIGATIONS AND MISCONDUCT**

- a) All member clubs, individual members of member clubs, and members shall comply with the provisions of these rules and with any rules or regulations lawfully made under the authority of these rules, and with any direction lawfully given by TTSLD or by the Management Committee.
- b) In all cases of alleged misconduct by a “member club” or “member” an inquiry shall be held by the Management Committee which may impose such penalties as it may deem fit.
- c) In all cases of proven doping infractions the Management Committee shall impose such penalties in accordance with procedures of TT New Zealand.

## **9 CESSATION OF MEMBERSHIP**

Any member club or member shall cease to be a member of TTSLD:

- a) By tendering its/their resignation to the Management Committee in writing, but shall remain liable to TTSLD for all money owing and unpaid at the date of resignation.
- b) In the case of a member club, by ceasing to exist.

- c) Where the Management Committee resolves it is satisfied that the member club or member is unable to comply with the Management Committee's or Annual General Meeting's requirements and notifies the member club or member of that resolution.

## **10 APPEAL PROCEDURES**

Except for breaches of the TTSLD sports drugs policy where the decision of the Management Committee shall be final, there shall be a right of appeal against the decisions of the Management Committee. Such appeal shall be made in writing within 28 days of the decision. All appeals shall be heard by a referee or tribunal, who shall be agreed between the parties concerned. In the event of the parties concerned not being able to agree on a referee or tribunal, within 10 days of the lodging of appeal, such referee or tribunal shall be appointed by the Secretary.

## **11 LIFE MEMBERSHIP**

Where any person has rendered special service to TTSLD or to the sport of table tennis in Southland, they may, on the nomination of the Management Committee, be elected a life member of TTSLD at an Annual General Meeting.

## **12 MEETINGS**

- 12.1 The Annual General Meeting shall be held within 60 days of the end of the financial year. The meeting shall be held at such time and such place determined by the Management Committee.

Not later than 60 days before the Annual General Meeting, every Member Club and Life Member shall be notified by the Secretary of the time and date of the meeting. If there are no member clubs then all members shall be notified.

A Special General Meeting shall be convened, at the request of the Management Committee or within 60 days of receipt of written request from 25% or more of member clubs or if no member clubs, 20 members. Such request shall not be denied. The request shall set forth the purpose of the meeting.

Not later than 30 days before the Special General Meeting, every Member Club, Members(if no clubs exist) and Life Members shall be notified by the Secretary of the time, date and place of the meeting.

Only Management Committee Members, Delegates appointed by Member Clubs and Life Members shall be entitled to be heard and vote at General Meetings. If there are no member clubs then all members shall be entitled to be heard and vote.

### **12.2 ANNUAL GENERAL MEETING – BUSINESS**

The business of the Annual General Meeting shall include:

- Adoption of Annual Report.
- Adoption of Financial Report.
- Election of Management Committee.
- Appointment of Auditor
- Appointment of Solicitor
- Election of Life Members (if any)

- Consideration of remits and notices of motion
- Any general business

All member clubs (or members if no club exists) shall advise of any remits or notice of motion to the Secretary of TTSLD 30 days prior to meeting. The Secretary shall advise all persons entitled to vote the business of meeting 14 days prior to date of meeting and include a copy of Annual and Financial Report.

### **12.3 PARTICIPATION AT GENERAL MEETINGS**

A General Meeting shall consist of :

- Up to 3 delegates from each member club.
- No delegate shall represent more than one club.
- Management Committee members.
- Life members.
- Individual members shall only be entitled to be heard or vote if there are no member clubs.

### **12.4 QUORUM**

At any General Meeting of TTSLD, the quorum shall be 30% of member clubs.

If no member clubs then 10% of members shall constitute a quorum.

### **12.5 VOTING**

Alteration to the Rules of TTSLD shall require a two third majority. All other business shall be decided by simple majority of votes.

- Each member club shall have up to three votes. Delegates shall be entitled to one vote each.
- Management Committee members shall have one vote.
- Life members shall have one vote.
- If no clubs then each individual members shall have one vote.
- No person shall have more than one vote.

A resolution shall be decided on a show of hands, unless a poll is demanded, before or on declaration of result.

The Chairperson shall have a casting vote in addition to a deliberate vote.

Any club (or member if no clubs) having outstanding fees, shall not be entitled to vote unless alternative arrangements have been approved by the Management Committee.

## **13 MANAGEMENT COMMITTEE**

### **13.1** The Management Committee shall consist of four members.

The Chairperson of the Management Committee shall be elected from and by the Management Committee. The Chairperson shall then be Chairperson of TTSLD.

A quorum shall be two members.

The chairperson shall have a casting vote in addition to a deliberate vote.

Any member of Management Committee who fails to attend two consecutive meetings without reason shall forfeit their seat.

The Management Committee may appoint a replacement for remainder of term.

A meeting may be by telephone-conference call.

### **13.2 FUNCTIONS OF MANAGEMENT COMMITTEE**

The Management Committee shall be responsible for the governance of table tennis in the area controlled by TTSLD, to carry out the aims and objects of TTSLD and shall have the following functions and powers:

- To formulate and monitor a strategic plan to be presented at each Annual General Meeting.
- To adopt and monitor an annual plan and budget.
- To make and amend any rules or regulations (other than this document) for the control of table tennis in our area.
- To appoint a Secretary and/or other appointments, either paid or voluntary.
- To enter into employment contracts on such terms and conditions as the Management Committee shall decide and adopt clear lines of delegation of authority.
- To appoint any sub-committees or convenors as required, to organise table tennis in the area.
- To determine the process in respect of appointments. All job descriptions, accountabilities and terms of reference shall be clearly defined.
- To determine the fees payable.
- Any other powers which may be necessary to further the objects of TTSLD.

### **14 ANNUAL REPORT AND FINANCIAL REPORT**

A report of the year's activities, together with the audited Balance Sheet and Income and Expenditure Account shall be prepared by the Management committee for presentation at the AGM.

The financial year of TTSLD shall close on 31 October in each year.

All accounts shall be paid by cheque, automatic payment or direct credit and signed by any two of the persons authorised to do so by the Management Committee.

The Annual Accounts shall be audited by an auditor, appointed by the Management Committee.

All monies received shall be paid to the credit of TTSLD at a bank as determined by the Management Committee.

### **15 ALTERATION TO CONSTITUTION**

These rules may be added to, rescinded or altered by resolution at a AGM or Special Meeting called for the purpose.

Any resolution altering this constitution shall require a two thirds majority.

All notices shall be in accordance with rules for General Meetings.

## **16 INDEMNITY**

Every Management Committee member of TTSLD who does any act in pursuance or intended pursuance of any provision of these rules or any rules or regulations made thereunder in general meeting or of the Management Committee shall be indemnified by TTSLD against all losses and expenses incurred by them in connection with the discharge of their duties, unless the act was done in bad faith or without reasonable care.

## **17 INTERPRETATION**

In the event of any dispute over the interpretation of these rules or any matter not covered in these rules, that question shall be decided by the Management Committee.

Any such decision shall remain in force until it is amended by a resolution at a General Meeting.

## **18 WINDING UP**

TTSLD shall only be wound up by a resolution passed by a majority of not less than seventy-five percent (75%) of the votes cast at a General Meeting held in accordance with the rules.

If upon the winding up or dissolution of TTSLD their remains after all debts and liabilities have been paid, any monies or property whatsoever, the same shall not be paid to or distributed among the members of TTSLD but shall be given or transferred to some other body having similar objects to TTSLD, or for some charitable purpose, within New Zealand