



CONSTITUTION

1. Defined Terms

In this Constitution:

"The Club" means Beech Hill Table Tennis Club subject to this Constitution;

"Committee" means the management team that controls the affairs of the Club;

"Member" means any athlete, player, family member or volunteer who has completed a Club membership form

"Family Member" means parents, siblings, blood relatives, or legal guardians of an athlete;

"Region" means Special Olympics Munster (SOM) and the Munster Region of Table Tennis Ireland (TTI) to which the club is affiliated;

"Regional Council" means all members of Special Olympics Ireland (SOI) in the region, whose role is to provide input and feedback to the Regional Committee, vote on matters as required and elect Regional Committee officers. "Munster Branch" refers to the Regional Committee of TTI.

"Delegate" means a member who has been nominated, appointed or elected by the Club as a delegate for the purposes of attending and voting at either/or both the Annual Regional or Annual General Meeting of both national governing bodies.

2. Objective

The Objective of the Club shall be the organization, promotion and development of an integrated approach to the game of table tennis, providing an opportunity for our members to play table tennis in a normal community setting.

3. Aims

To provide year-round sports training and opportunities for competition for mainstream, paralympic and intellectually disabled players.

To develop a successful model of integrated sport in the Club, involving players from all backgrounds and with different abilities and, in so doing, to increase awareness among our members and family members of the benefits of such an approach.

To develop greater awareness among the table tennis playing community in Cork and the general public of the merits and benefits of an integrated approach to the sport.

To provide our players with the normal social opportunities and benefits of membership of a sports club.

4. Affiliation

The club shall be affiliated to both TTI and, through the Munster Region, to SOI. The Club affairs shall be conducted in accordance with the rules of both national governing bodies i.e. the Special Olympics General Rules, the Special Olympics Sports Rules and the Special Olympics Ireland Constitution plus the Rules and Policies governing TTI and TTI, Munster Branch.

The Club shall adopt and implement the SOI Code of Ethics and Good Practice, including the responsibility to provide SOI with relevant and necessary information in regard to their players, for the purpose of protecting the safety and well-being of SO players, volunteers and family members/carers during their involvement with SO programmes.

The Club shall affiliate through the Munster Region to SOI, on an annual basis, including payment of an affiliation fee to the Region where required. The Club and its members shall no longer be affiliated if it fails to submit relevant affiliation documentation and pay the annual fee or any other prescribed levy by the specified due date.

The Club shall also affiliate to TTI, directly, on an annual basis, including payment of an affiliation fee. The Club and its members shall no longer be affiliated if it fails to submit relevant affiliation documentation and pay the annual fee or any other prescribed levy by the specified due date.

The club recognises and pledges to uphold the Code of Ethics for Good Practice for Children's Sport as published by the Irish Sports Council.

Members who wish to compete in tournaments arranged by the TTI, or its subsidiaries, must be affiliated to either the TTI or a kindred association. In the case of SOI competitions, members must have a valid Athlete Participation Form in place in order to compete.

5. Application for Membership

Membership of the Club will be open to all persons who are deemed eligible under the rules of TTI or SOI. Membership shall be granted on the basis of the person completing and submitting a membership form, along with the appropriate membership fee, to the Club Secretary.

All applications will be ratified by the Committee before membership is confirmed. These applications may be made at any time before or during the Membership Year.

Acceptance of membership of and participation in any Club activities by any person is at the discretion of the Committee, however, the Committee shall not refuse application for membership on the grounds of race, gender, religion, politics or ability.

6. Membership

There shall be the following definitions of ordinary membership:

Senior Member: a person who has paid the full membership fee in respect of the current membership year and is only eligible to play in senior ranking tournaments under TTI regulations.

Junior Member: a person who has paid the junior membership fee in respect of the current membership year and is eligible to play in junior & senior ranking tournaments under TTI regulations.

Special Olympics Member: a person who has paid the SO membership fee in respect of the current membership year and is eligible to play in competitions under SOI regulations. Such members are also required to have an Athlete Participation Form (APF) completed as part of their membership application process. Membership in the Club shall be open to any person with an intellectual disability aged 6 years and over (who can train at age 6 years but cannot compete until age 8 years).

Associate Member: a person who has paid membership fee in respect of the current membership year at another club may be accepted as an associate member. Associate Members may not avail of club sponsorship or special rates.

Student Member: a Senior player in full-time education who has paid the student membership fee in respect of the current membership year and is only eligible to play in senior ranking tournaments under TTI regulations.

Casual member: a person who has filled out a membership form but who only pays for each session as they attend.

Non Playing Member: Family Members of player members and volunteers, who are registered with SOI or with Cope Foundation, shall be allowed to become members of the Club. Such members will be required to complete a membership application form.

Family Members elected, appointed or nominated to represent the Club at the Regional Council, on any committee or as a Delegate to either the Annual Regional Meeting or the Special Olympics Ireland Annual General Meeting must be registered as a Family Member or as a volunteer with Special Olympics Ireland.

The Membership Year shall run from 1st January to 31st December. The period of membership shall be in respect of one Membership Year only.

The Committee may expel any member for behaviour likely to bring the Club into disrepute, or for non-payment of the annual subscription or other fees owed to the Club in accordance with the rules.

7. Activities

The Club shall arrange practice sessions in accordance with a training schedule as laid down by the Committee and as published on the Club website and/or Facebook page. Any prospective members shall be entitled to free admission to the first practice session attended.

The Club shall promote competition by affiliation to any leagues or associations or enter any competition, as the Committee shall decide.

The Club may arrange additional coaching or training sessions for players or coaches for which the fee payable shall be decided by the Committee.

8. Committee Membership

The Committee shall consist of the following six functions as a minimum (functions may be combined). All persons on the Committee must have membership of the Club and must be 18 years or older:

Chairperson,
Secretary
Treasurer,
Membership Officer,
Athlete Protection Officer
Head Coach

The Committee may also have a Player Representative (s) and a Public Relations Officer enjoined.

The Chairperson, Secretary and Treasurer shall be elected at the Annual General Meeting and serve from the end of the meeting at which they are elected until the end of the Annual General Meeting following.

Player Representatives will be elected by vote from among the player membership as follows and will serve until the end of the Annual General Meeting following;

- 1 x representative from mainstream players
- 1 x representative from Paralympic players
- 1 x representative from SO players

All other Committee positions will be filled by co-option and the persons involved will serve until the end of the Annual General Meeting following.

The Committee may fill a casual vacancy occurring during the season by co-option.

All Committee positions are for a two year duration and the same person may serve on the Committee for a maximum of six years. After six years a gap of one year is required before re-commencement of any Committee position.

9. Committee Roles & Responsibilities

Chairperson:

- Act as the overall leader of the management team running the Club
- Be the primary representative of the Club in dealings with outside bodies and to act as its spokesperson wherever appropriate.
- Ensure that the Club's activities are in line with the national governing bodies i.e. TTI and SOI.

- Oversee the appropriate management of Club accounts.
- Chair Committee meetings and all General meetings.

Secretary:

- Assist with all aspects of Club administration with particular emphasis on correspondence.
- Prepare agendas and communicate notice of meetings.
- Complete minutes of all meetings and follow up on actions with people assigned the actions.

Treasurer:

- Manage Club income and expenditure in conjunction with the Chairperson
- Ensure that all Club transactions are transparent and accountable at all times.
- Produce regular statements of accounts for Committee and all General Meetings.
- Submit same to SOI and TTI on request.
- Present the Club accounts for external audit, annually, before the AGM.
- Prepare Club budget, in conjunction with Chairperson.

Membership Officer:

- Manage the administration associated with Club members, volunteers and family members.
- Ensure that all new members are welcomed to the Club and appropriately registered.
- Update annual membership and annual affiliation to both TTI and SOI.
- Coordinate the employment of volunteers by the Club.
- Act as liaison to SO (Munster) and SOI.

Athlete Protection Officer:

- Oversee and coordinate the implementation of the Code of Ethics for Good Practice by the Club's members.
- Act as a point of contact for information and reporting of alleged incidents/complaints related to athlete protection with particular emphasis on members under 18 years and SO players.
- Promote the health & safety of all members –ensure adequate first aid cover is provided for all training sessions.
- The Protection Officer will be assisted by an Assistant Protection Officer in relation to responsibility for SO player protection. The Assistant Protection Officer will ensure that Athlete Participation Forms for SO members are up to date and available on site for all training sessions and SO competitions.

Head Coach:

- Lead sports training and competition activities, both within and external to the Club.
- Act as the main point of contact for sport in the Club.
- Represent the views of coaches to the Executive Committee.
- Liaise with TTI and SOI with regard to coaching training within the Club.

Public Relations Officer:

- Identify PR opportunities and plan year round promotion of the Club, with an emphasis on social media...
- Develop relations with local media.
- Assist with planning and promoting Club fundraising events.
- Assist with Club marketing activities.

Player Representative

- Actively seek the views of fellow players.
- Feedback on players' views to the Committee.
- Participate in Committee discussions and decision making.

10. Committee Procedures

The affairs of the Club shall be managed, subject to the control of the members in general meetings, by the Committee.

Sub-committees may be selected at the Annual General Meeting and serve from the end of the meeting at which they are elected until the end of the Annual General Meeting following. A sub-committee must be chaired by a member of the Committee. Sub-committees involved in financial matters must include the Treasurer.

Further committee members may be co-opted by the Committee at its discretion and shall serve from the time of co-option until the end of the Annual General Meeting following.

Any member of the Committee who ceases to be a member of the Club shall cease to be a member of the Committee.

Three members of the Committee shall form a quorum for the execution of business.

Every item at a meeting of the Committee shall be decided 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. Voting may be secret ballot if at least one member requests it.

The Committee shall have power to make regulations to cover such matters not specifically dealt with in this constitution as it thinks fit. These regulations will only remain in effect until the next AGM, at which time they may only be incorporated into the Constitution, if they are voted in by a two-thirds majority of the members present at the AGM.

11. Meetings

No member shall exercise more than one vote at any meeting.

Notice of General Meetings stating the time, place and agenda shall be communicated to members by the Secretary at least 14 days prior to the meeting.

An Extraordinary General Meeting (EGM) shall be held whenever the Committee may deem such a meeting expedient, or, whenever a request by at least 25% of the members in writing is delivered to the Secretary. The specific reason for such a meeting must be included in the written request and no business, other than the specific reason for which the meeting is requested, shall be transacted at any EGM. At least 4 weeks' notice will be required when submitting a request for an EGM.

12. Annual General Meeting

The Annual General Meeting shall be held once annually in any calendar year on a date decided by the Executive Committee.

Notice specifying the date, place and hour of the Annual General Meeting, together with

the Agenda, shall be given by the Secretary to the Committee members and all members no later than fourteen days prior to the date of the meeting.

All members of the Club, and over 16 years of age, shall be entitled to attend General Meetings.

Every question at a General Meeting shall be determined by a simple majority, with the exception of a rule change which will require a two-thirds majority, of Members present and voting, each member having one vote.

Under 16 members' voting rights will be expressed by parental proxy only.

In the case of an equality of votes for and against a motion, the chairman of the meeting shall exercise a casting vote.

The business of the Annual General Meeting shall be to:

Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting;

Receive the accounts for the year from the Treasurer;

Receive the annual report of the Committee from the Secretary;

Elect the Officers of the Club;

Elect two Delegates to attend and vote on behalf of the Club at the Annual Regional Meeting and two Delegates to attend and vote on behalf of the Club at the Special Olympics Ireland Annual General Meeting. A Club can elect the same Delegates to attend both Meetings. In the event that the quota of 2 Delegates is not filled by election, the Committee shall appoint the outstanding number of Delegates allowed. Delegates must be aged 18 years or over.

Elect a delegate to attend and vote on behalf of the Club at TTI (Munster Branch) and national meetings of TTI.

Review Club membership rates and agree them for the forthcoming year;

Transact such other business received in writing by the Secretary from members 14 days prior to the meeting and included on the agenda.

Arising out of such other business to propose motions and nominations for any elective office for submission to the Annual Regional Meeting and the Annual General Meeting of SOI and TTI.

At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Club or by members attending the meeting who are eligible to vote.

Decisions made at a General Meeting shall be by a simple majority of votes from those members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

A quorum for a General Meeting shall be ten per cent of members eligible to vote and at least three Committee members including two from Chairperson, Secretary, Treasurer and Coach.

13. Alterations to the Constitution

This Constitution may only be amended at an AGM, or EGM specially called for that purpose.

Proposed alterations to the Club Constitution must be consistent with the Rules and Articles of Association of TTI and SOI. Where relevant to Special Olympics members and activities, proposals must be submitted in writing to SOI at least 14 days prior to the general meeting at which they are to be considered. The Club and its members shall no longer be affiliated to SOI if it adopts an amendment that has not been approved by SOI.

Amendments to this Constitution may be proposed by any member of the Club, and must be submitted to the Secretary in writing. Any proposed alterations to the Club Constitution may only be considered at a General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a member of the Club and seconded by another member. Such alterations shall be passed if supported by not less than two-thirds of those members present at the meeting, assuming that a quorum has been achieved.

Amendments related to or affecting the Club Constitution may from time to time be passed at a General Meeting of TTI or SOI. In such circumstances the amendment shall be adopted by the Club and incorporated into this Constitution.

14. Ethics and Behaviour

The Club is fully committed to safeguarding the well-being of its 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 Club and the guidelines contained in the Irish Sports Council's *Code of Ethics and Good Practice for Children's Sport*.

Club policy and procedures for both child protection and the safe guarding of vulnerable adults is provided for in the Club's Code of Ethics which is attached as an appendix to this Constitution.

The Club is committed to providing quality leadership for children and vulnerable adult members by having a safe and clearly defined method of recruiting, selecting and managing of coaches and leaders. This method is contained in the Club's Code of Ethics.

15. Complaints

Any Senior Member who has a complaint against another member, may put the complaint in writing to the Secretary. On receiving a complaint, and having responded within 5 days, the Committee shall appoint a disciplinary committee to deal with the complaint. The Disciplinary Committee will, if needed, investigate the complaint and arrive at a conclusion and communicate same to both the complainant and the person(s) against whom the complaint has been made.

Any under age or SO member, with the assistance of an advocate on their behalf, who has a complaint against another member should contact the Protection or Assistant

Protection Officer. The Protection, or Assistant Protection, Officer will make contact with the complainant and make a recommendation to the Committee, who shall appoint a disciplinary committee to deal with the complaint. The Disciplinary Committee will, if needed, investigate the complaint and arrive at a conclusion and communicate same to both the complainant and the person(s) against whom the complaint has been made.

Any complaint by, or against, an underage or SO member will require a family member or a designated person to provide advocacy support, to be present at any meeting as described above.

The complaints process will be conducted in accordance with the Club's Code of Ethics.

16. Discipline

In the event of a member being disciplined by the Committee the member may appeal, in writing to the Secretary, within 7 days of the date on the original letter informing him/her of the penalty applied.

The Committee must grant a hearing. This hearing will be conducted in the presence of an officer of the TTI (Munster Branch) who may not be a member of Beech Hill Table Tennis Club. The Appeals Committee will consist of the Club Chairperson and two other Club members not previously involved in the original disciplinary committee.

In the case of an under age or SO member, the appeal hearing will require a family member, or a designated person to provide advocacy support, to be present at any meeting as described above.

If the member is unhappy about the decision of the Appeals Committee, he/she has the right to appeal in writing to TTI through the Munster Branch.

The disciplinary process will be conducted in accordance with the Club's Code of Ethics

17. Finance

All monies belonging to the Club shall be held either in accounts in the name of Beech Hill Table Tennis Club or as petty cash on hands by the Club Treasurer.

There shall be a clear separate treatment of SO funding into the Club in order to provide the necessary transparency in respect of public funding that satisfies the requirements of SO (Munster) and SOI.

The signatures of two Committee members shall be required for the expenditure of any monies other than petty cash.

The Committee may enter into any sponsorship agreement and authorization for the allocation of any sponsorship receipts rests with the Committee unless directed specifically by a General Meeting.

The Club shall not operate to make a commercial profit.

Any surpluses made shall not be distributed to members but shall be applied solely to the furtherance of the objectives of the Club.

The Club accounts will be examined each year by an external examiner, such arrangements to be made by the Committee ahead of the AGM.

18. Dissolution

If the Committee resolves that the Club shall be dissolved, the Secretary shall immediately convene a General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution. The Secretary shall inform SOI and TTI in writing of the resolution.

If, at that General Meeting, the resolution is carried by at least two-thirds of the members present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

After discharging all debts and liabilities of the Club, those remaining assets, arising from SO funding, shall be given or transferred to SOI. Other assets shall be distributed among Club members.

At a General Meeting of the Club held at Cape Foundation

On (date) 2/4/2018

The above Constitution was adopted by the members of the Club.

Signed: Eric Kelly Chairperson

Date: 2/4/2018

Signed: Scott McFurn Committee Member

Office held: TREASURER

Date: 02/04/2018