

Constitution and General Rules 2011/12

1. NAME

- 1.1 The Association shall be called the English Schools' Table Tennis Association (ESTTA).

2. AFFILIATION BY ESTTA

- 2.1 The ESTTA shall be in Good Standing with the English Table Tennis Association (ETTA).
2.2 The ESTTA shall be affiliated to the National Council for School Sport (NCSS).

3. OBJECTS

The objects of the ESTTA shall be:

- 3.1 To promote, encourage and improve the playing of table tennis in schools.
3.2 To encourage the formation of County and Local Schools' Table Tennis Associations.
3.3 To encourage the organisation of courses for teachers and players.
3.4 To arrange schools' table tennis competitions at any level.
3.5 To assist in the development of appropriate ETTA policies and practices in relation to schools' table tennis.

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 ESTTA: The English Schools' Table Tennis Association.
4.1.2 ETTA: The English Table Tennis Association.
4.1.3 NCSS: The National Council for School Sport.
4.1.4 Executive Council: The Executive Council of the ESTTA.
4.1.5 School: A school or college is an establishment for pupils undergoing full-time education principally under the age of eighteen. This definition excludes Colleges of Higher Education and Universities. Cases of doubt should be referred to the Executive Council. Pupils involved in full-time Further Education studying for an approved examination course shall be eligible.

5. CONSTITUTION

- 5.1 The ESTTA shall consist of:
5.1.1 President, Vice-Presidents, Life Members, duly elected Officers and duly appointed Officials.
5.1.2 County Schools' Table Tennis Associations: These County Associations will consist of the affiliated schools in the appropriate Local Education Authority Areas as listed.
5.1.3 Local Schools' Table Tennis Associations which affiliate where no County Schools' TTA exists.
5.1.4 Individual schools which affiliate where neither a County nor a local Schools' TTA exists.

6. QUALIFICATION

All Associations before being affiliated shall satisfy the Executive Council that they are properly constituted. Each Association shall forward to the ESTTA General Secretary a list of its Officers for the ensuing season. A properly constituted Association is one which satisfied the following conditions:

- 6.1 It shall promote the game of table tennis and be governed by the rules set forth by the ESTTA.
6.2 All schools in the prescribed area of the Association shall be eligible for membership.
6.3 It shall be governed by regularly elected Officers and Management Committee; the election of such members to take place at its AGM regularly convened.
6.4 An accredited representative of an affiliated school shall be eligible for election to the Management Committee, Executive or other Office.

7. AFFILIATION

- 7.1 Each applicant for affiliation to the ESTTA shall complete the current application form and sign it on behalf of the Association or school for which the application is made.
7.2 The completed application form shall be sent to the ESTTA General Secretary by 31st October.

7.3 On or before 17th October, the General Secretary shall remind, in writing, all County Secretaries or Correspondents, listed in the handbook, who have not already affiliated their Association, that the fees are due by 31st October. Fees paid after 31st October shall be increased by 25%. Under no circumstances will entries be accepted for the Team Competition if the appropriate affiliation fee has not been paid to the General Secretary by 14th November, or for the Individual Competition by 1st March.

8. **AFFILIATION FEES (2011/2012)**

8.1 The annual affiliation fee for a County Schools' Association shall be £46.00.

8.2 The annual affiliation fee for a Local Schools' Association shall be £36.00.

8.3 The annual affiliation fee for an individual school shall be £31.00.

8.4 All affiliation and entry fees shall be reviewed at each Annual General Meeting and any changes shall have immediate effect.

8.5 The ESTTA affiliation year shall be from 1st September to 31st August and affiliation fees shall be payable to the ESTTA Treasurer via the ESTTA General Secretary by 31st October each year.

County or Local Associations or individual schools in respect of which affiliation fees are due but unpaid shall not be entitled to exercise a vote at, or participate in the business of, any ESTTA General Meeting and the Executive Council shall have power to refuse entries from such bodies into any ESTTA competition.

9. **OFFICERS**

9.1 The Officers of the ESTTA shall be:

Chairman; Vice Chairman; General Secretary; Treasurer; Team Competition Secretary; Individual Competition Secretary; Minute Secretary; Press and Public Relations Officer; Handbook Editor.

9.2 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 AGM next following; they shall be eligible for re-election.

9.3 To be eligible for election as an Officer of the Association a person must be a qualified teacher recognised by the DfE (exemptions apply at the discretion of the AGM).

9.4 Casual vacancy: A vacancy occurring during the year may be filled by the Executive Council.

10. **MANAGEMENT**

10.1 The affairs of the ESTTA shall be managed by an Executive Council consisting of the Officers and up to nine representatives of affiliated County Schools' Associations elected by the Annual General Meeting, three of whom shall be elected annually to serve for three years.

10.2 The Executive Council shall have the power to co-opt not more than two members of the ESTTA who shall have the power to vote.

10.3 The Executive Council may co-opt up to five other suitable persons who shall have the power to vote.

10.4 The Executive Council shall meet at least once in each term. At least fourteen days notice, in writing, of the place, time, date and agenda of every meeting shall be given to each member of the Executive Council by the ESTTA General Secretary.

10.5 Quorum: The business of the Executive Council may be transacted by not less than eight Members of whom five should be elected.

10.6 Chair: In the absence of both Chairman and Vice-Chairman, the Executive Council shall elect one of its members to take the chair for the meeting.

10.7 Voting: Every question at a meeting of the Executive Council shall be determined by a majority of members present and voting. Every member shall have one vote, even though a member may have more than one office. In the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.

10.8 Supplementary regulations: The Executive Council shall have the power to make supplementary regulations to cover matters not specifically dealt with in these Rules. Such regulations shall come into force immediately and remain operative until rescinded by the Executive Council or by resolution of a General Meeting.

10.9 Sub-committees: The Executive Council may appoint sub-committees which shall be responsible to the Executive Council and shall conform to such terms of reference as the Executive Council may lay down.

11. **ANNUAL GENERAL MEETING**

- 11.1 The Annual General Meeting shall be held during May.
- 11.2 At least 14 days notice of the date, time and place, together with the Agenda, the Annual Report and a Statement of Accounts, shall be given in writing to the President, Vice-Presidents, Life Members, Executive Council and to the secretary of each affiliated Schools' Association or individually affiliated school. In addition, the above information shall be sent to persons designated as 'correspondents' in counties where no Association exists.
- 11.3 Delegates: Each affiliated County Schools' Association shall appoint an official delegate to attend a General Meeting. An official voting card shall be sent to each County Schools' Association with the notice of the meeting. The official delegate must bring that card which must be signed by the County Secretary and completed to show the name of the official delegate. Only the appointed delegate shall be entitled to cast the affiliated Association's vote. A person may be the official delegate for more than one Association.
- 11.4 Right to attend: Any affiliated Schools' Association may send up to two observers in addition to its official delegate. These observers may speak only by permission of the Chairman of the meeting. A representative of any individually affiliated school may attend with the right to speak but not to vote.
- 11.5 Agenda: The following items shall be included:
- 11.5.1 Adoption of the Minutes of the previous AGM.
- 11.5.2 Adoption of the Minutes of any subsequent Special General Meeting.
- 11.5.3 Receipt of the Annual Report by the Executive Council.
- 11.5.4 Receipt of the audited Statement of Accounts presented by the Treasurer.
- 11.5.5 Propositions concerning alterations of these Rules (if any).
- 11.5.6 Propositions concerning alterations of Championships Rules (if any).
- 11.5.7 Election of President, Vice-Presidents and, if appropriate, Life Members.
- 11.5.8 Election of Officers.
- 11.5.9 Election of up to nine representatives from affiliated County Schools' Associations as members of the Executive Council. Representatives to be elected for a period of one, two or three years, depending on vacancies.
- 11.5.9.1 Nominations for election as representatives of affiliated County Schools' Associations shall be sent in writing to be received by the ESTTA General Secretary 14 days before the date of the AGM. These nominations shall be signed by the General Secretary of the County Association and one other Officer. The person nominated must be a teacher at an affiliated school in membership of that Association or a member of that Association's Executive Committee.
- 11.5.9.2 An affiliated County Schools' Association may nominate up to two representatives for election to the Executive.
- 11.5.10 Appointment of Auditors.
- 11.5.11 Any other motions by an affiliated County Schools' Association of which the ESTTA General Secretary has received notice, in writing, not later than 31st March.
- 11.6 Voting:
- 11.6.1 Official delegates from affiliated County Schools' Associations shall be entitled to two votes.
- 11.6.2 Executive Council Members shall be entitled to one vote each in addition to any vote cast as an official delegate.
- 11.6.3 A simple majority of the votes cast at a General Meeting shall suffice to carry any proposal. In the case of an equality of votes, the Chairman of the meeting shall have a casting vote. The Chairman may also be an official delegate.

12. **SPECIAL GENERAL MEETING**

- 12.1 A Special General Meeting shall be convened upon a resolution of the Executive Council or within 28 days of a requisition signed by at least 8 affiliated County Schools' Associations and stating the business to be transacted at the meeting.
- 12.2 Rule 11 (except for items 11.1 and 11.5) shall apply to a Special General Meeting.
- 12.3 A Special General Meeting shall transact only such business as is specified in the resolution or requisition convening it.

13. **FINANCE**

- 13.1 Bank Account: The funds of the ESTTA shall be kept at a bank or invested in a Building Society or other security approved by the Executive Council.

- 13.2 Cheque signatories: All cheques etc. drawn on the bank account shall be signed by any two of the following: Chairman, General Secretary, Treasurer.
- 13.3 The financial year of the ESTTA shall end on 31st August.
- 13.4 The accounts of the ESTTA shall be audited each season by auditors appointed by the previous AGM.
- 13.5 All income and property of the ESTTA from whatever source derived shall be applied solely to the promotion of the objects of the ESTTA.
14. **DISSOLUTION**
In the event of the winding up or dissolution of the ESTTA, any surplus assets remaining after discharge of liabilities shall automatically be vested in the NCSS who shall hold them for a period of six years in trust to pay them to any organisation set up with objects identical or similar to those of the ESTTA and thereafter for the general purposes of the NCSS.
15. **APPEALS UPON TABLE TENNIS MATTERS**
- 15.1 Any affiliated school aggrieved by a decision or action by or on behalf of a Local Schools' TTA or County Schools' TTA affiliated to the ESTTA, or any Local Schools' TTA aggrieved by a decision or action by or on behalf of a County Schools' TTA or any individual Affiliated School aggrieved by a decision or action by the ESTTA may appeal against such decision to the ESTTA whose decision shall be final and binding on all parties.
- 15.2 Any such appeal shall be made in writing to the ESTTA General Secretary to be received within ten days of the decision or action appealed against, and shall be accompanied by a fee of £50 which shall be returned if the adjudicating body consider the making of the appeal to have been justified (whatever the result). Appeals must be submitted by the Headteacher or Acting Headteacher. Either party to the appeal shall be entitled to be heard by the adjudicating body, both in person, and, if so desired, additionally by a representative who shall have been nominated in writing.
- 15.3 A school may not appeal in respect of selection or non-selection by the ESTTA, or, in respect of inclusion in or removal from any team or squad, training, coaching or trials whether as a player or otherwise.
16. **BOARD OF APPEAL**
- 16.1 There shall be a Board of Appeal consisting of not fewer than six or more than fifteen persons appointed by the Executive Council, but not being members of the Executive Council.
- 16.2 The procedure for matters being dealt with by the Board of Appeal shall be determined by the Board and a copy of the Regulations covering such procedure shall be supplied to any organisation or school making an appeal under these Rules and to any respondent to any such appeal.
- 16.3 Each appeal shall be adjudicated by a panel of three members of the Board of Appeal. The panel shall be selected by the Chairman of the Board, who shall be nominated by the Executive Council of the ESTTA. The Chairman of the Board shall designate one of the three panel members as Chairman.
- 16.4 The panel shall decide the appeal, except that, where the appeal would be upheld on a technicality only, or due to a procedural irregularity by the body appealed against, then the panel may remit the matter to be dealt with afresh by the body appealed against with a direction regarding the technicality or procedural irregularity.
- 16.5 The decision of the panel shall be final and binding on all parties.
- 16.6 A written minute of the panel's decision shall be sent to the appellant and all other parties to the appeal.
17. **DISCIPLINARY**
- 17.1 The Association's Disciplinary Committee shall consist of three Officers (as per Rule 9.1) who shall be nominated by the Chairman.
- 17.2 Any County or Local Schools' TTA, or member thereof, or any individual school, whether affiliated directly or indirectly, may be suspended from the privileges of ESTTA membership. Any such suspension will be notified to the ESTTA General Secretary and if an ESTTA member or members be involved, application for an ESTTA suspension to be imposed.

- 17.3 No member shall without good and sufficient cause absent himself/herself from the hearing of allegation or appeal after having been requested with reasonable notice to attend, or refuse to answer any question put to him/her in connection with such allegation or appeal if the body hearing the allegation or appeal direct him/her to answer.
- 17.4 No person may participate, in any capacity, in any ESTTA activity whilst under national suspension by the ETTA.

18. **ALTERATION OF RULES**

- 18.1 Changes to rules may only be made at an AGM or Special General Meeting called for that purpose. Propositions may be submitted only by an affiliated County Schools' TTA or by the General Secretary on behalf of the ESTTA Executive Council.
- 18.2 Any such proposition for consideration by the AGM shall be sent in writing to reach the ESTTA General Secretary by 31st March and shall be acknowledged by him/her within seven days of receipt.
- 18.3 Such propositions shall be included with the Agenda for the AGM or Special General Meeting circulated as provided for in Rule 11.2.
Alternative propositions, dealing strictly with the same material but with amended wording, may be considered by the meeting at the discretion of the Chairman.

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

In the event of any question or matter arising which is not provided for in these Rules it shall be decided by the ESTTA Executive Council.