



# **Constitution**

Amended MARCH 2013

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# GREAT SOUTHERN TABLE TENNIS ASSOCIATION INC.

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## **I. NAME**

The name of the Incorporated Association is GREAT SOUTHERN TABLE TENNIS ASSOCIATION INCORPORATED, referred to herein as the Association or GSTTA.

## **2. OBJECTIVES**

The objectives of the Association are -

- (a) To promote, encourage and foster interest in the game of table tennis in the Great Southern Districts of South Australia.
- (b) To co-operate with other associations to promote the interests of table tennis.
- (c) To organize competition between members, member clubs, competition with other Associations or teams, tournaments, visits and such other activities.
- (d) To manage GSTTA leased or owned assets to achieve the objectives.

## **3. POWERS**

Without limiting anything in this Constitution the Association shall have all the powers conferred by the Associations Incorporation Act 1985 (as amended) (Hereinafter referred to as "The Act").

## **4. MEMBERSHIP**

All members are required to comply with the terms of the Constitution, Policies and Rules of the Association. Records of all members shall be maintained by the committee as required to fulfil the objectives and responsibilities of the Association.

Membership of GSTTA shall consist of Financial Members who have paid the appropriate membership fee.

- (a) The membership fee shall be determined at the AGM.
- (b) Membership shall be for a period of twelve months, renewable upon payment of the appropriate membership fee.
- (c) The membership year of the Association shall commence on the 1<sup>st</sup> January and expire on the 31<sup>st</sup> December.
- (d) Financial Members can attend and vote at Annual and Special General Meetings of the Association.
- (e) Financial Members are eligible to play in any competition, tournament or other event organised by the Association, providing they comply with the Constitution, Rules and Policies of the GSTTA.
- (f) Honorary Life membership may be awarded to any member who has rendered ten (10) or more years of outstanding service to the Association. The Committee shall receive nominations for life membership for consideration from any financial member of the Association. Life Membership may only be granted at the AGM. No more than two (2) life members shall be appointed in any one financial year.
- (g) Life members will have the full rights of financial members without payment of the membership fee.

## **5. RESIGNATION**

Any financial member(s) may resign from the Association by giving notice to the Association in writing, and such member(s) shall remain liable for any outstanding annual fees and other monies due to the Association.



**6. EXPULSION AND DISCIPLINE**

- (a) Any member(s) or Life member(s) whom:
- (1) Breaches any provision of this Constitution or Policies or Rules of the Association;
  - or
  - (2) Acts in any way which is inconsistent with the objects of the Association, may by a majority resolution of the Committee be reprimanded, fined, suspended or expelled from the Association.
- (b) Any Member(s) expelled, suspended or disqualified, shall lose all rights and privileges which they would otherwise have enjoyed as a financial member.
- (c) Any Member(s) expelled, suspended or disqualified, shall remain liable for any outstanding annual fees and other monies due to the Association.
- (d) No refund of any fee shall be made to any member(s) expelled, suspended or disqualified from the Association.
- (e) Written notice of any meeting of the Committee called to deal with the expulsion of any Member(s) shall be given to the person concerned not less than seven (7) days before the date of the said meeting, and such Member(s), or natural person acting on behalf of that Member(s), may attend the meeting for the purpose of answering the charge(s) or matter(s) of complaint made against that Member(s).
- (f) An expelled, suspended or disqualified member shall not act in any capacity as an official during the term of their penalty.

**7. APPEALS**

- (a) Any Member(s) may appeal against their expulsion, disqualification or suspension or any decision of the Committee. An appeal shall be instituted by notice in writing given by the person(s) aggrieved, to the Secretary stating the grounds of appeal, and the Secretary shall within seven (7) days after the receipt of this notice, call a Committee meeting within a further period of seven (7) days for the purpose of considering the appeal.
- (b) The decision of the Committee meeting on such appeal shall be final, unless:
- (1) In the opinion of the Committee fresh and relevant information not previously available is likely to be produced.
  - (2) A notice in writing setting out alleged fresh and relevant information pertinent to the decision is lodged with the Secretary within fourteen (14) days of notification to the person(s) aggrieved.

**8. COMMITTEE MEETINGS**

- (a) The Committee shall meet at least four (4) times a year
- (b) Each Committee member shall have only one (1) vote.
- (c) The President shall only vote in the case of a drawn vote on any issue.
- (d) The Secretary shall give at least seven (7) days' notice to Committee members of meetings.
- (e) Notice may be given by the Secretary to the committee members personally, or by telephone or by sending it by post or by electronic form, to the address of the committee member appearing in the member register kept by the Association.
- (f) A quorum shall be at least five (5), providing at least two (2) of; the President (or in their absence, the Vice-President), the Secretary, (or in their absence, the Assistant Secretary), or the Treasurer (or in their absence, the Assistant Treasurer), are present.
- (g) If no quorum is present within thirty-five (35) minutes of the arranged time of the meeting, the meeting will be adjourned to another time to be confirmed, within fourteen (14) days.

**9. ANNUAL GENERAL MEETING**

- (a) The Annual General Meeting of the Association shall be held no later than 15th December in each year.
- (b) At least 21 days' notice of the Annual General Meeting shall be given to members.  
The notice will set out where and when the meeting will be held.
- (c) A notice may be given by the Association to the financial members personally, by telephone or by sending it by post or by electronic form, to the address of the members appearing in the member register kept by the Association.
- (d) Where a notice is sent by post or by electronic form, service of the notice shall be deemed to be effected if it is properly addressed as per the member register.
- (e) The order of business at the Annual General Meeting shall be as follows:
  - (1) Open the meeting.
  - (2) Apologies.
  - (3) Confirmation of minutes from previous Annual General Meeting.
  - (4) Business arising from the previous AGM minutes.
  - (5) Confirmation of minutes from any Special meeting held during past year.
  - (6) Business arising from the minutes of any Special meeting held during past year.
  - (7) President's Annual Report.
  - (8) Secretary's Annual Report.
  - (9) Treasurer's financial report and presentation of audited balance sheet.
  - (10) Election of committee officers and selection of auditor.
  - (11) Determination of fees.
  - (12) Any amendment to the Constitution of which due notice has been given.
  - (13) General Business as listed on AGM Agenda.
  - (14) Closure of meeting.
- (f) Nominations for the committee are to be received by the Secretary of GSTTA prior to the commencement of the AGM.
- (g) A quorum shall be at least ten (10), providing the President (or in their absence, the Vice-President), Secretary (or in their absence, the Assistant Secretary) and Treasurer (or in their absence, the Assistant Treasurer) are present.
- (h) If no quorum is present within thirty-five (35) minutes of the arranged time of the meeting, the AGM will be adjourned to another time to be confirmed, within fourteen (14) days.

**10. SPECIAL GENERAL MEETING**

- (a) The Committee may call a Special General Meeting of the Association members.
- (b) Upon a written request, signed by any five (5) financial members of the association, the Committee shall, within one month of receipt of the request, convene a Special General Meeting of the Association for the purpose specified in the request.
- (c) At least twenty-one (21) days' notice of any Special General Meeting shall be given to financial members. The written notice shall set out where and when the meeting will be held and particulars of the nature and order of business to be transacted at the meeting.
- (d) A notice may be given by the Association to the financial members personally, by telephone or by sending it by post or by electronic form, to the address of the members appearing in the member register kept by the Association.
- (e) Where a notice is sent by post or by electronic form, service of the notice shall be deemed to be effected if it is properly addressed as per the member register.



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- (f) A quorum shall be at least ten (10), providing the President (or in their absence, the Vice-President), Secretary (or in their absence, the Assistant Secretary) and Treasurer (or in their absence, the Assistant Treasurer) are present.
- (g) If no quorum is present within thirty-five (35) minutes of the arranged time of the meeting, the meeting will be adjourned to another time to be confirmed, within fourteen (14) days.

### **11. ASSOCIATION COMMITTEE**

The general management of the Association shall be vested in the Committee.

The Committee Executive shall consist of the President, the Secretary and the Treasurer.

The Committee shall consist of 9 (nine) persons:-

- (a) (1) President
  - (2) Vice-President
  - (3) Honorary Secretary (herein after referred to as "the Secretary")
  - (4) Assistant Secretary
  - (5) Honorary Treasurer (herein after referred to as "the Treasurer")
  - (6) Assistant Treasurer
  - (7) Match Recorder
  - (8) Committee member
  - (9) Committee member
- (b) (1) The members of the Committee shall be elected annually at the Annual General Meeting by a simple majority of the members present.
  - (2) If requested by two or more people, election will be by secret ballot. Two (2) Scrutineers to be nominated from the meeting
- (c) All retiring members of the committee shall be eligible for re-election.
- (d) All committee members are to be over 18 years of age.
- (e) The committee shall appoint a person to act as a Public Officer, as required by the Act. Such appointment may be revoked at any time.
- (f) The elected Committee can appoint sub-committees to assist in the achievement of its objectives and comply with its responsibilities.
- (g) Sub-Committees shall meet as often as required to fulfil their duties and responsibilities as required by the committee.
- (h) (1) In the event of the incapacity of any member of the Committee or Sub-Committee to act through death, retirement, illness, resignation, unwillingness, or any other reason as a member of the Committee or Sub-Committee, that member shall be deemed to have vacated the office.
  - (2) A member of the Committee or Sub-Committee shall be declared to have vacated his position on the Committee if that member:
    - (i) Resigns;
    - (ii) Fails to attend three (3) meetings of the Committee or Sub-Committee without reasonable excuse in the Committee's opinion;
    - (iii) Contravenes GSTTA's Constitution, Rules or Policies in the opinion of the Committee and exhausts all rights of appeal under section 7.
    - (iv) A Committee or Sub-Committee member can be removed from office if they are deemed by the Committee not to be fulfilling their elected responsibilities.
    - (v) The President shall notify in writing, any member of the Committee or Sub-Committee whose office has been declared vacant. The Committee may fill the vacant office for the remainder of the term of that office by the election of a financial member.

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- (i) The Committee may appoint delegate(s) to represent GSTTA at meetings of Table Tennis SA Inc. or general meetings with affiliated associations. Such appointment may be revoked at any time.
- (j) The Committee shall make and publish policies, regulations, by-laws or rules for the efficient running of GSTTA consistent with this Constitution and the Constitution, Polices and Rules of TTSA.
- (k) The Committee can purchase and award trophies or other rewards in connection with any competitions or tournaments conducted by GSTTA.

### **12. PROCEEDINGS AT MEETINGS**

- (a) If no quorum is present within thirty-five (35) minutes of the arranged time of the meeting, the meeting (Annual, Special General, Committee & Sub-Committee) will be adjourned to another time to be confirmed, within fourteen (14) days.
- (b) (1) The general resolutions made at the Annual General Meeting and Committee Meetings shall be determined by a simple majority of the voting members present.  
(2) The special resolutions made at the Annual General Meeting shall be determined by a resolution of two-thirds of the voting members present.
- (c) The special resolutions made at the Special General Meetings shall be determined by a resolution of two-thirds of the voting members present.
- (d) If requested by two or more people, decisions will be by secret ballot.  
Two (2) scrutineers will be nominated from the meeting.
- (e) True and accurate minutes shall be kept of all proceedings of meetings (AGM, Special General, Committee & Sub-Committee meetings) and shall be entered within one month after the relevant meeting in minute books kept for the purpose.
- (f) Minutes are to be verified at the next meeting and shall be signed by the Chairperson at that meeting.
- (g) Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and all proceedings and decisions made at a meeting shall be deemed to be valid.
- (h) No voting by proxy will be accepted.

### **13. FINANCIAL YEAR**

The financial year of the Association shall commence on the first day of November (1<sup>st</sup> November) and end on the last day of October (31<sup>st</sup> October) each year.  
The books will be closed on the 31<sup>st</sup> October to allow the auditing and compilation of the balance sheet for presentation to the AGM.

### **14. FINANCE**

- (a) The Committee shall appoint a financial institution to hold the account(s) on behalf of the Association.
- (b) All monies collected by the Association shall be deposited into the account(s) of the Association.
- (c) The Association shall keep such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Association.
- (d) The financial account(s) signatories shall be the President, Vice-President, Secretary, Treasurer and Assistant Treasurer, with any two authorised to sign.
- (e) All accounts to be tabled at Committee meetings for confirmation of payment.
- (f) No member shall receive a dividend, bonus or profit from the Associations funds.
- (g) Any member contracted by the Association shall be reimbursed for costs incurred on behalf of the Association.



**15. ALTERATIONS TO THE CONSTITUTION**

- (a) This Constitution may be amended or replaced by a resolution of two-thirds of those present and entitled to vote at an Annual General Meeting of the Association or a Special General Meeting called for the purpose of changing the Constitution.
- (b) Any proposed amendment to the Constitution shall be received by the Secretary of the Association at least 21 days prior to the meeting at which the amendment is to be voted upon.
- (c) Upon receipt of notice of a proposed amendment the Secretary of the Association shall give written notice of such proposal to each financial member of the Association.
- (d) A notice may be given by the Association to the financial members personally, by telephone or by sending it by post or by electronic form, to the address of the members appearing in the member register kept by the Association.
- (e) Where a notice is sent by post or by electronic form, service of the notice shall be deemed to be effected if it is properly addressed as per the member register.
- (f) Any amendment of the Constitution shall be notified to the State Business Services Office, in accordance with the Act.
- (g) This Constitution and all the policies and rules made pursuant hereto shall be binding on ALL Financial members.

**16. BORROWING POWERS**

- (a) Subject to this rule the Association may borrow money from banks or other financial institutions upon such terms and conditions as the Committee sees fit, and may secure the repayment thereof by charging the property of the Association.
- (b) Subject to section 53 of the Act the Association may invite and accept deposits of money from any person on such terms and conditions as may be determined by the Committee from time to time.

**17. APPLICATION OF ASSETS**

The Association can be dissolved at a Special General Meeting convened for that purpose. A quorum of two-thirds of current financial members is required. If after the winding up and the discharge of all liabilities of the Association, there remains a surplus asset as defined in the Act, such surplus assets shall be distributed in accordance with directions given by the resolution of the members at the Meeting to determine the winding up of the Association.

**18. COMMON SEAL**

- (a) The Association shall have a common seal which shall not be used without the express authority of the Executive and the use of the seal shall be recorded in the minute book.
- (b) The affixing of the seal shall be witnessed by at least two of the Committee Executive.