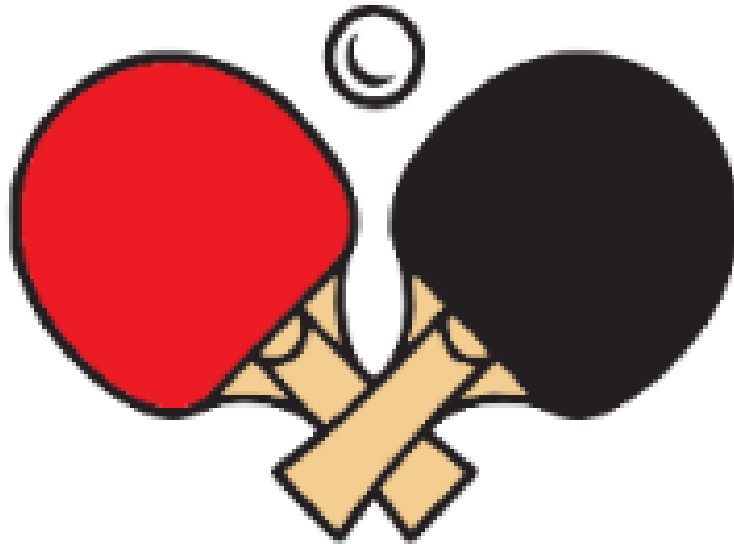
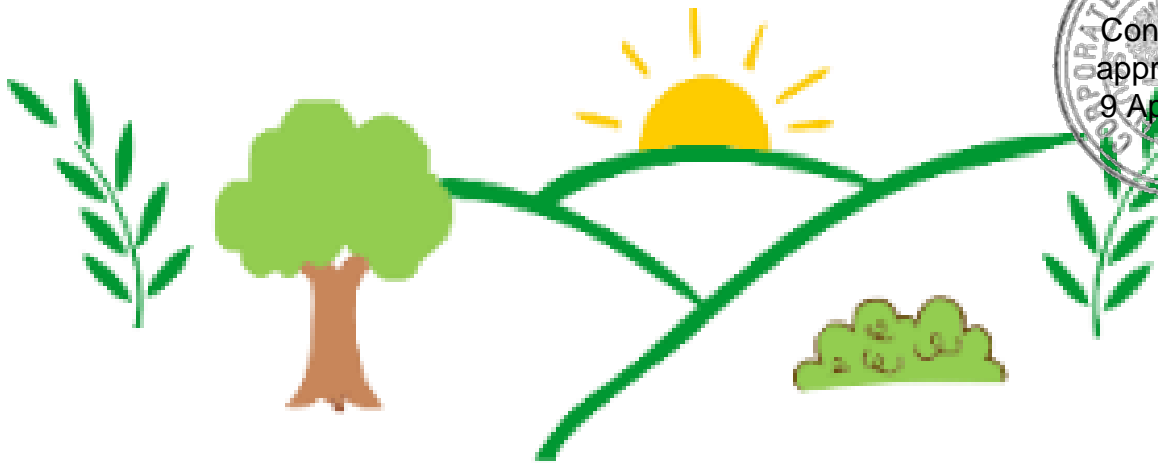


# Torrens Valley Table Tennis Association Incorporated



# T.V.T.T.A.

# Constitution

2025

Incorporation Number: A19619

T.V.T.T.A constitution 2025 version 1



**Torrens Valley  
Table Tennis Association  
Incorporated**



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## SECTION 1 NAME

The name of the incorporated association is Torrens Valley Table Tennis Association Incorporated, referred to herein as “The Association”.



Constitution  
approved on  
9 April 2025

## SECTION 2 DEFINITIONS

‘Committee’ means the committee of management of the association.

## SECTION 3 OBJECTIVES


- a. To promote and encourage the game of table tennis within the region.
- b. To arrange matches between associated clubs.
- c. To give opportunities for and to encourage match and tournament play among associated clubs providing wider circles of competition in order to raise the standard of play.
- d. To co-operate in suitable ways with other similar organisations.
- e. To further the interest in the game generally and to do all lawful things necessary to promote the above objectives.
- f. To produce and update as necessary a set of by-laws determining day to day association rules and match day rules.

## SECTION 4 POWERS OF THE ASSOCIATION

The Association may

- a. Acquire, hold, deal with, and dispose of, any real or personal property where that property is or will be used directly or indirectly for the game of table tennis; and
- b. Administer any property on trust; and
- c. Open and operate bank accounts; and
- d. Invest surplus moneys in a term deposit or similar account.
- e. Borrow money upon such terms and conditions as the association thinks fit; and
- f. Give such security for the discharge of liabilities incurred by the association as the association thinks fit; and
- g. Enter into any other contract it considers necessary or desirable.
- h. The committee has the management and control of the funds and other property of the Association.

## SECTION 5 MANAGEMENT

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- a. The Association shall be managed by a committee consisting of the President, Secretary, Treasurer, Tournament director, Recording Secretary and (2) Delegates from each associated club.
  - b. A Public officer is to be appointed at each year's annual general meeting.
  - c. The Secretary of the Association be granted a vote at any Committee meeting but not at an Association meeting unless he/she be a delegate.
  - d. The officers as listed in (a) and (b) to be elected at each year's annual general meeting. The term of office is for 1 year.
  - e. The roles of the office bearers, the President is elected to lead the association, chair meetings, be a master of ceremonies at functions, other responsibilities may arise throughout the year, Vice President is to step into the role of chair in the president's absence and at any other association event. The Secretary's main role is to take minutes of meetings, give appropriate notice of such meetings. Deal with correspondence of the association and any other task as allocated by the committee. The Treasurer's role is to manage the association funds and present financial reports at committee meetings and as set out in section 8 finance. The Recording Secretary's role is to receive match results and reports and enter these into the website and media reports and collate these results. The Tournament Director/s role is to organise the association tournaments each season. The Public Officer's role is as defined by the act.
  - f. Once all positions have been declared vacant the chairperson for the elections will call for nominations. The positions are filled by nominations from the floor. If more than one person is nominated, then a vote shall take place to determine who wins the position. This vote is to be show of hands or a secret ballot if requested.
  - g. Each club is responsible to nominate their two (2) delegates. These names and contact details are to be given to the secretary. If a delegate cannot attend an association meeting a proxy delegate can attend in their place
  - h. The committee is empowered to perform and undertake any action required to achieve the objects of the association under section 3 or utilise the powers of the association under section 4.
  - i. The executive members/office bearers of the association may have the right to meet to resolve any minor issues or disputes that may arise between clubs or interpretations of the by-laws. This can be done by various means, face to face meeting, email or phone, or other forms of online meeting.
  - j. The committee is to meet a minimum of two times a year, the AGM and finals meeting. Other meetings to be called as seen necessary.
  - k. Conflict of interest, a committee member having a direct or indirect pecuniary interest in a contract or proposed contract with the association must disclose the


nature and extent of that interest to the committee as required by the Act and shall not vote with respect to that contract of proposed contract. The member must disclose the nature and extent of their interest at the next annual meeting of the association.




## SECTION 6 MEMBERSHIP

- a. The association shall consist of all financial and affiliated participating clubs. The clubs are to be listed in the association by-laws and updated as clubs enter or leave the association.
- b. Each member club is entitled to one vote at meetings held by the association.
- c. Life members may be nominated at an annual general meeting or any other committee meeting. To be eligible for life membership the nominee must have served a minimum of ten (10) years' service on the executive committee of the association. Life members may only vote at meetings if they are representing a club as a delegate, or if on the association executive.
- d. Any new club wishing to join the association must be proposed, seconded, and elected by a majority of the delegates present at the AGM or a special General Meeting called for that purpose.
- e. Any associated club wishing to withdraw from the association must do so in writing by notifying the secretary of their intentions. No later than 14 days prior to the AGM or special general meeting.
- f. The association may suspend/expel the membership of any club by a resolution passed at any meeting if it is satisfied that the club is in arrears in any payment to the association by more than twelve (12) months; and the actions of the club or its players has adversely affected the reputation of the association or its ability to fulfill its objectives. Clubs will receive communication of the charge at least 14 days before the meeting of the association at which the matter will be determined.
- g. Any member may bring a complaint to the committee via the secretary in writing against another member if they feel they have breached association rules. The committee will determine if the complaint is worthy of further action and follow the process as outlined in section 6 (f) as stated above.
- h. The said club will be given the opportunity to present their case to the committee at this meeting before a decision is made.
- i. The determination of the association will be communicated to the member club, the member club will have 14 days to appeal the decision. The appeal is to be lodged to the secretary or public officer of the association. If appealed by the club the association will not cease the club's membership until a meeting has been called to either cancel the expulsion or uphold the original decision. This meeting is to take place no more than 14 days after the appeal is lodged.

## SECTION 7 MEETINGS

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- a. A meeting shall consist of the officers of the Association and two (2) delegates from each associated club, seven delegates to form a quorum. Time of meeting shall be notified by the secretary in writing at least seven (7) days previous to the meeting.
- b. The Annual General Meeting shall be held on or before March 20<sup>th</sup> each year for the following purposes:
- To receive the President's and Treasurer's' reports and financial statement.
  - To elect officers for the ensuing year
  - To consider and determine any other business brought forward.
- c. The Secretary and President shall, if necessary, call a meeting of the club delegates to deal with such Association business as may arise.
- d. The sense of the meeting shall be determined by a show of hands unless a ballot be demanded, and each club is entitled to one vote only. The president and Vice President, if delegates and presiding, shall have a deliberative as well as a casting vote.
- e. A finals meeting is to be held after the last minor round match. This meeting is to determine venues for finals matches and to deal with any permit requests and other finals related business. Any other association business may be dealt with at this meeting.
- f. The secretary is to record minutes of each meeting. These minutes are to be retained within a minute book or folder and made available on request. The minutes of previous meetings are to be distributed to the executive and club delegates with the notice of the upcoming meeting or as soon as possible after the meeting in which they are taken. Minutes of the previous meeting are to be confirmed at the new meeting, and any changes to be made that are deemed necessary.
- g. Where a club delegate is unable to attend, a proxy may be sent in their place and has voting rights.
- h. Where a meeting cannot be held in person, a virtual meeting may be set up to hold the meeting. The secretary is to notify the committee with the details as per the seven (7) day notice requirement.

## SECTION 8 FINANCE

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- a. The association shall keep and retain such accounting records as are required by the Constitution to be correctly recorded and explain the financial transactions and financial position of the association in accordance with the act. Approved on 9 April 2025
- b. The treasurer is to present a detailed financial report at each year's AGM and a financial report at each association meeting.
- c. The treasurer is to make the association's accounts and records available to the appointed auditor to be audited prior to each year's AGM.
- d. The Treasurer is responsible for the receipt of monies owing to the association and for the payment of monies owed by the association.
- e. The method of payment is to be determined at each AGM with bank signatories appointed by the meeting.
- f. Registration fees and affiliation fees are to be set at the Annual General Meeting. The treasurer is to propose the fees for the upcoming year and the meeting will take a vote on this proposal.
- g. All subscriptions shall be paid within fourteen (14) days of the opening matches of the season. Any club not complying with this rule may be liable to expulsion from the Association.
- h. All associated clubs comprising the Association shall be liable equally for the debt and liabilities of the Association and any profits may be divided equally amongst the associated clubs at the Annual General Meeting.
- i. The financial year of the association is to be the 1<sup>st</sup> of January to the 31<sup>st</sup> of December.

## SECTION 9 DISPUTES

- a. Any club referring a dispute to the Association shall forward the matter in dispute in writing within three (3) weekdays of the occurrence of such dispute, to the Secretary. The secretary shall forward to the Secretary of the other club a copy of the cause of the dispute at least two (2) weekdays previous to the meeting at which such dispute is to be considered. Refer to section 5 (g) as to association executive dealing with said dispute.
- b. If a club is not satisfied with the association's outcome, they have the right to ask the secretary to call for a special meeting of the association with all club delegates present.

## SECTION 10 GENERAL

- a. The Secretary or appointed person shall supply all clubs with score cards prior to the commencement of the season. Season fixtures will be emailed to club delegates and placed on the association website. Normal playing days shall be Wednesday. However, if it is considered necessary to programme matches on a day other than Wednesday, special note shall be made on the programmes.
- b. A separate document called the Torrens Valley Table Tennis Association By-Laws will deal with match day rules and regulations of the association. The By-Laws are to be approved at the AGM or general meeting designed for that purpose and proper notice is to be given of any proposed changes. No less than seven (7) days.
- c. Any matter not covered by this constitution shall be dealt with by the executive.



## SECTION 11 ALTERATION TO RULES

- a. No rules of the Association shall be altered or rescinded nor shall any of them be added to without seven (7) weekdays' notice, prior to the Annual General Meeting or a Special Meeting convened for the purpose specifying the objects of the meeting to be given to all club secretaries. All clubs are to receive a written copy of the proposed changes.
- b. A proposed alteration may be amended at a meeting at which it is presented for discussion prior to a vote being taken to adopt the alteration.
- c. The alteration/s must receive a 75 percent majority vote of those present at the meeting to be passed and accepted.
- d. All previous rules shall be disregarded, and these Rules and Regulations are to be accepted as the Constitution of the T.V.T.T.A. as from the date approved and noted on the new constitution.
- e. Copies of new and approved documents will be made available to all clubs. These documents will be placed on the association's website.

## SECTION 12 WINDUP

- a) In the event of the association needing to windup a special general meeting is to be called. A special resolution needs to be passed.
- b) At least 21 days written notice specifying the intention to propose the special resolution has been given to all members of the association.
- c) The special resolution can only be passed by not less than 75% of the members of the association as being entitled to, vote in person or, by proxy at that meeting.
- d) If after the winding up of the association there remains 'surplus assets' as defined in the act, such surplus assets shall be distributed to any organisation which has

similar objects and has rules which prohibits the distribution of its assets and income to its members.

- e) Such organisation/s shall be identified and determined by a resolution of construction approved on 9 April 2025 at the general meeting.

