



LTTA CONSTITUTION (as amended at the AGM 10th May2008)

1. **Name of Association;** *Lautoka Table Tennis Association (LTTA) Fiji.*
2. **Associations Primary Club Location;** Kshatriya Hall, Lautoka
3. **Associations Primary Club Facilities;**
 - a. Lockable indoor storage room for Association tables (LTTA club) plus additional tables/equipment for large tournaments.
 - b. Hall court area (30m x 16m) suitable for up to 6 match tables or 4 international courts.
 - c. Bathroom, shower and nearby dormitory facilities for traveling sports teams.
 - d. Large stage area overlooking courts with good lighting, power points and fans, ideal for tournament control.
4. **Objectives;**
 - a. To promote organize and encourage Table Tennis Development through club, area and inter-school competition.
 - b. To develop young talent to a level where they can enjoy the sport socially and seriously, representing their school, town, district or country under the guidance and rules of the Fiji Table Tennis Association (FTTA) the International Table Tennis Federation (ITTF) and Oceania Table Tennis Federation (OTTF)
 - c. To gain recognition for the sport through regular press releases and sponsorship.
 - d. To publish regular Ranking Lists for local players affiliated to the computerized national ranking scheme.
 - e. To run regular coaching clinics using qualified National & International Table Tennis Coaches.
 - f. To abide by the Rules and Constitution of the FTFA. (A written copy of FTFA constitution required!)
5. **Membership**
 - a. Membership is open to anyone interested in playing or helping to develop this sport in the Western Region of Fiji without distinction of race, gender, religion, politics and philosophy.
 - b. Each member is entitled to ONE vote at the AGM or SGM.
 - c. Annual membership fee for new adult members will be **\$10.00** and **\$5.00** for renewing members. Junior members (under 18yrs) pay 50% of the adult membership fee. Membership is available through payment and registration with the Honorary Secretary.
 - d. A full database with contacts of all registered members is available from the secretary.
6. **Area of Jurisdiction;**
 - a. Lautoka City Council district schools and surrounding areas not covered by any other Sports body or Association.

7. Finance:

- a. Annual membership fee for new Senior members will be **\$10.00** and **\$5.00** for renewing members payable to LTTA. Membership fee for new Junior members (under 18yrs) will be **\$5.00** and **\$2.50** for renewing members. Fees are due on 31st December.
- b. National/International Body Annual Affiliation Fees of **\$10.00** are payable to FTTA by 1st January each year.
- c. The financial year shall run from 1st January to 31st December.
- d. National, Local or internal fundraising/sponsorship shall be allowed for the welfare/running of the Association.
- e. A bank account in the name of Lautoka Table Tennis Association shall be opened at Colonial National Bank, Lautoka Branch; with the 3 signatories being the Association President, Treasurer and Secretary (any two can sign!)
- f. The Association shall be registered with Lautoka City Council or appropriate authority IAW local requirements as advised by FTTA.
- g. The funds of the Association shall be applied solely to the objectives of Lautoka Table Tennis Association. No payments shall be made by way of fee or commission for any purpose to any Committee Office Bearers or Association members, nor may they derive any pecuniary advantage from the Association other than the benefit accruing to members of the LTTA as a whole. All surplus income or profits shall be re-invested in the Association to help meet its Objectives as stated in section 4 of this Constitution. No surpluses or assets will be distributed to members or third parties except in accordance with section 12 of this Constitution.

8. Annual General Meeting:

The Association shall hold an AGM at least ONCE per calendar year with a date and place to be decided by the Honorary committee officers at the last meeting or advised to the members in writing, at least fourteen days prior to such meeting.

Each duly paid-up member is entitled to ONE vote.

Each Committee member is entitled to ONE vote.

The President (Chairman) is entitled to ONE vote plus a SECOND and deciding vote when a tie occurs.

The Quorum shall be 5 voting members.

Topics for the AGM Agenda are not limited but should consist of;

- a. Election and responsibilities of LTTA Officers and Executive Committee representative to FTTA.
- b. Report on equipment procurement status storage and security.
- c. Short and long term goals plus current achievements.
- d. Sponsorship report.
- e. Member subscription fees.
- f. Audit / Financial report.
- g. Proposals and Amendments to LTTA constitution.
- h. Any other business.

9. Special General Meeting:

- a. A special general meeting may be requested by any member at any time, provided the members motion is seconded by another member or office bearer and is forwarded to the President and Secretary **in writing**, at least fourteen days prior to the proposed date for this meeting. The secretary will then notify all other members at least seven days prior to the meeting, detailing the topic to be dealt with plus the time and date of the meeting.

10. Affiliation:

- a. The Lautoka Table Tennis Association has paid this years fees and has received confirmation of approval of its affiliation to the FTTA, which in turn is affiliated to the ITTF, OTTF and Fiji Amateur Sports Association (FASA)
- b. **This affiliation Entitles LTTA to ONE Voting representative on the Executive Committee of the FTTA.**
- c. This Association shall send a representative to each meeting of the Executive Committee of The FTTA or ensure that LTTA's views or concerns are forwarded **in writing** to the executive committee of FTTA upon notice of such a meeting at least **7 days** prior to the meeting.

11. Alteration of the Constitution:

- a. This constitution may be altered by a 2/3rds (two thirds) majority of those present at any Annual General Meeting or Special General Meeting but subject to ratification by the Executive Committee of the FTTA.
- b. In the case of a conflict of interpretation between the provisions of this Constitution and that of FTTA, OTTF or ITTF then the provisions of the ITTF constitution shall prevail.

12. Dissolution:

- a. If the number of Association members shall at any time fall below 10 (ten), or if at any time the Association shall pass in a Special General Meeting by a majority comprising 2/3rds (two thirds) or more of the members present and entitled to vote, a resolution of its intention to dissolve, the General Committee Members shall take immediate steps to convert into money all property of the Association, with power, however, to postpone or delay the conversion if the Association members in the SGM so authorize. Out of the proceeds of such conversion the Officers shall discharge all debts and liabilities of the Association, including the expenses of such conversion. Any balance remaining in their hands shall be disposed of by them to one or more of the following as directed by the Special General Meeting;
 - 1. To another Association or Club with similar sports purposes which is a registered charity and/or
 - 2. To another Association or Club with similar sports purposes which is a registered Community Amateur Sports Club and/or
 - 3. To the Associations governing body (FTTA) for use by them for related community sports.

13. Office Bearers

- a. Association Office Bearers shall consist of elected or re-elected Honorary Officers and General Committee Officers by the members present at the AGM or SGM.
- b. Vacancies caused for any reason may be filled by calling a SGM under the provisions set out for such a meeting.

Honorary Officers

1. **Patron** (*possibly Town Mayor*)
2. **Hon. President**
3. **Hon. Vice President**
4. **Hon. Secretary****
5. **Hon. Treasurer**

General Committee Officers

6. **FTTA Executive Committee representative****
7. **Press Officer**
8. **Development/Coaching Officer****
9. **Sponsorship Officer**

14. Office Bearer roles:

14 **Patron;** Official dignitary and “figurehead” for the Association objectives. Non- Voting!

15 **President;** is responsible for:

- i. opening the meeting
- ii. Getting through the agenda
- iii. Giving people the opportunity of putting forth
- iv. Seeing that decisions are taken and their views are agreed
- v. Conducting votes on resolutions
- vi. Upholding the rules and Constitution

2 Points:

- a) The Chair is neutral b) The Chair is in charge

• To control the meetings the President should be aware that:

- i. There should be a formality about procedure
- ii. There is a skill in selecting speakers
- iii. It is important to keep a good tone
- iv. Speakers should be encouraged to be short and to the point

The importance of extracting decisions cannot be overestimated.

• Wider responsibilities of the President include:

- i. acting on behalf of the organization between meetings
- ii. Carrying forward the organization — pursuing decisions made in meetings
- iii. Representing the organization views to outside groups, agencies and individuals
- iv. Resolving conflicts or clarifying issues in preparation for meetings
- v. providing leadership, direction, planning strategy and thoughtfulness to the Association.

Secretary; is responsible for:

The preparation of meetings, agendas, minutes and for administration.

In addition, the secretary should know:

- What is happening in the organization
- What decisions are needed and by what time
- The most effective order to place items on the agenda
- The timing of agendas

Depending on whether the secretary is part-time or full-time, paid or unpaid, there will be a Significant difference in his/her responsibilities

Treasurer; is responsible for:

The Treasurer is responsible for keeping the accounts and establishing appropriate financial procedures. The treasurer would co-operate fully with the audit committee, the finance committee, the auditors or other concerned with financial controls, procedures or reporting.

He /she should:

- Be manifestly honest
- Have the ability to keep straight, clear records and accounts
- Be familiar with money at the level at which the association deals
- Be skilled in financial management
- Have commitment to the aims and objectives of the association

At meetings he/she is required to:

- Present financial reports and accounts
- Submit estimates of expenditure for approval
- Make comments on the financial viability of projects

Annually he/she is required to:

- Present the annual accounts in draft to the executive committee
- Forward the accounts from the executive committee to the auditors
- Present the audited accounts to the annual general meeting for approval