

This document cancels and replaces the issue dated 22.09.23.

*The Regulations set below were made by the Board in accordance with the following Company Article:*

**35 County Associations**

- 35.1 *The Board shall make regulations to prescribe a system of County administration under which England is divided into geographical areas to be known as 'Counties'.*
- 35.2 *For each County there shall normally be a County Association whose constitution shall be subject to approval by the Board.*
- 35.3 *A County Association shall have autonomy in organising and administering the sport in its County area but shall not have power to override a decision of the Board.*
- 35.4 *Unless exempted by the Board, every Affiliated Organisation shall affiliate to the most geographically appropriate County Association and be subject to its jurisdiction.*

**Affiliation**

- 1 The geographical area attributed to each County is defined in Annex 1.
- 2 Only organisations and individuals affiliated to the Company may affiliate to a County Association
- 3 An organisation must affiliate to, and only to, the single County Association to which it is assigned by the Board.
- 4 Provided they are affiliated to the Company ~~an~~ individuals:
- 4.1 may affiliate to one or more County Associations;
- 4.2 are deemed to be affiliated to the County Associations of those organisations to which they are affiliated;
- 4.3 may affiliate also to any County Association which admits them.

*Note: Eligibility to represent a county in the county championships is defined in Part K of the regulations.*

**Jurisdiction**

- 5 Subject to the overriding authority of the Board a County Association has jurisdiction over
- 5.1 the organisations and individuals affiliated to it;
- 5.2 table tennis events and activities (including those participating in them in any capacity) organised by itself or by an organisation affiliated to it;
- 6 A County Association shall within 14 days of a request by the Company and also when any change occurs send the Company written notification of the names and addresses of its officers (including its Chairman, General Secretary and Treasurer) and of the organisations affiliated to it.
- 7 A model constitution for a County Association is set out in Annex 2.

## Discipline

8 The regulations governing the circumstances under which a County Association may take disciplinary action against an organisation or member affiliated to it and the procedures for doing so are set out in Annex 2 of Part D of the regulations (Disciplinary Action by Affiliated Organisations).

## Election of National Councillor and Deputy National Councillor

- 9 Between 1 May and 15 June in each year the managing committee of a County Association shall elect a National Councillor and a Deputy National Councillor to represent the County from the next Company AGM to the following one, after considering all nominations submitted to them by an organisation or individual affiliated to the County.
- 10 A County Association shall send the election result in the form the Company prescribes, signed by the Association General Secretary or another member of the committee if the General Secretary position is vacant and one other person, who shall be Chairman, Vice-Chairman or Treasurer, to reach the Company not later than 20 June.
- 11 A County Association may suspend or terminate the appointment of a National Councillor or Deputy National Councillor. Notice of such a proposal shall be contained in the notice of the meeting sent out at least 7 days in advance and the person concerned should be specifically invited to attend and allowed ample opportunity to put their case.
12. A County Association may fill a casual vacancy in the post of National Councillor or Deputy National Councillor for the remainder of the period of office in accordance with the regulations above, as far as they can be applied.

**Annex 1: COUNTY AREAS**

*The list below gives the TTE Counties in capitals followed by TTE code used for the County and then the areas which they comprise defined by reference to local authority areas as at 1 April 2023.*

*Note: Before the Board will consider any proposal to amend county boundaries, it will require a report on the views of all the counties affected and their affiliated organisations.*

<b>County</b>	<b>Code</b>	<b>Areas</b>
AVON	Av	Bath & North East Somerset, Bristol, South Gloucestershire
BEDFORDSHIRE	Bd	Bedford, Central Bedfordshire, Luton
BERKSHIRE	Bk	Bracknell Forest, Reading, Windsor & Maidenhead, West Berkshire, Wokingham
BUCKINGHAMSHIRE	Bu	Buckinghamshire, Milton Keynes, Slough
CAMBRIDGESHIRE	Ca	Cambridgeshire, Peterborough
CHESHIRE	Ch	Cheshire East, Cheshire West & Chester, Halton, Stockport, Trafford, Wirral
CLEVELAND	Cv	Hartlepool, Middlesbrough, Redcar & Cleveland, Stockton- on-Tees
CORNWALL	Co	Cornwall, Isles of Scilly
CUMBRIA	Cu	Cumberland, Westmorland & Furness
DERBYSHIRE	Dy	Derby, Derbyshire
DEVONSHIRE	Dv	Devon, Plymouth, Torbay
DORSET	Do	Bournemouth, Christchurch & Poole, Dorset
DURHAM	Du	County Durham, Darlington, Gateshead, South Tyneside, Sunderland
ESSEX	E	Barking & Dagenham, Essex, Havering, Newham, Redbridge, Southend-on-Sea, Thurrock, Waltham Forest
GLOUCESTERSHIRE	Gl	Gloucestershire
HAMPSHIRE	Ha	Hampshire, Portsmouth, Southampton
HEREFORDSHIRE	Hd	Herefordshire
HERTFORDSHIRE	He	Hertfordshire
ISLE OF WHITE	IoW	Isle of Wight
KENT	K	Bexley, Bromley, Greenwich, Kent, Lewisham, Medway
LANCASHIRE	La	Blackburn with Darwen, Blackpool, Bolton, Bury, Knowsley, Lancashire, Liverpool, Manchester, Oldham, Rochdale, Salford, Sefton, St Helens, Tameside, Warrington, Wigan
LEICESTERSHIRE	Le	Leicester, Leicestershire, Rutland
LINCOLNSHIRE	Li	Lincolnshire, North East Lincolnshire, North Lincolnshire
MIDDLESEX	Mi	Barnet, Brent, Camden, City of London, Ealing, Enfield, Hackney, Hammersmith & Fulham, Haringey, Harrow, Hillingdon, Hounslow, Islington, Kensington & Chelsea, Tower Hamlets, City of Westminster
NORFOLK	Nk	Norfolk
NORTHAMPTONSHIRE	Np	North Northamptonshire, West Northamptonshire

NORTHUMBERLAND	Nd	Newcastle-upon-Tyne, Northumberland, North Tyneside
NOTTINGHAMSHIRE	Ng	Nottingham, Nottinghamshire
OXFORDSHIRE	Ox	Oxfordshire
SHROPSHIRE	Sp	Shropshire, Telford & Wrekin
SOMERSET	So	North Somerset, Somerset
SOUTH YORKSHIRE	Ys	Barnsley, Rotherham, Sheffield
STAFFORDSHIRE	St	Sandwell, Staffordshire, Stoke-on-Trent, Walsall, Wolverhampton
SUFFOLK	Sk	Suffolk
SURREY	Sy	Croydon, Kingston-upon-Thames, Lambeth, Merton, Richmond-upon-Thames, Southwark, Surrey, Sutton, Wandsworth
SUSSEX	Sx	Brighton & Hove, East Sussex, West Sussex
WARWICKSHIRE	Wa	Birmingham, Coventry, Solihull, Warwickshire
WILTSHIRE	Wi	Swindon, Wiltshire
WORCESTERSHIRE	Wo	Dudley, Worcestershire
YORKSHIRE	Y	Bradford, Calderdale, Doncaster, East Riding of Yorkshire, Kingston-upon-Hull, Kirklees, Leeds, North Yorkshire, Wakefield, York

## Annex 2: MODEL CONSTITUTION FOR A COUNTY ASSOCIATION

*Note: A County Association will be permitted to change Sections 1 and 2 only in exceptional circumstances. Apart from that, they have a wide discretion to adapt the Model to their individual requirements and proposed changes will be approved unless there is good reason to refuse them. The Model is limited to the minimum required to enable a County Association to function effectively. Some County Associations may wish to add provisions to cover other matters. Words in square brackets [ ] are examples only and County Associations should replace them with their own requirements; words in italics are for guidance and are not part of the Model.*

### [BARSETSHIRE COUNTY] TABLE TENNIS ASSOCIATION CONSTITUTION

#### NAME

- 1.1 The Association shall be called [Barsetshire County] Table Tennis Association and is referred to in this constitution as the 'Association'.

#### 2 STATUS AND RELATIONSHIP WITH TABLE TENNIS ENGLAND

- 2.1 The Association recognises the English Table Tennis Association Ltd, which trades as 'Table Tennis England' (referred to in this constitution as 'the Company') as the National Governing Body for table tennis in England.
- 2.2 The Association shall be the County Association for the area defined in the Company Articles and Regulations as the County of [Barsetshire].
- 2.3 The Association shall comply with the Company Articles and Regulations. This Constitution is to be read as being consistent with the Company Articles and Regulations and, in the event of any conflict arising, the Company Articles and Regulations shall prevail with the hierarchy of the Articles taking priority over the Regulations.

- 2.4 The objects of the Association shall be to fulfil the functions of a County Table Tennis Association and to further the objects of the Company in the County. In particular the Association shall act as the controlling and governing body for the sport in the County subject to any overriding decisions of the Board, assist and encourage the formation of table tennis leagues and clubs in the County and promote the sport in every possible way.
- 2.5 In this Constitution and any Regulations made hereunder words and phrases defined by the Company Articles and Regulations and not otherwise defined in this Constitution shall have the meaning assigned to them by the Company Articles and Regulations unless the context precludes such an interpretation.
- 2.6 No alteration to this Constitution shall take effect until approved by the Board.
- 2.7 In the event of the dissolution of the Association, any surplus assets remaining after discharge of liabilities shall automatically vest in the Company.

### **3 AFFILIATION**

- 3.1 Every Affiliated Organisation which the Board determines is within the jurisdiction of the Association shall affiliate to the Association unless exempted by the Board.
- 3.2 No individual or organisation may affiliate to the Association unless affiliated to the Company.
- 3.4 Every league or club applying for affiliation shall complete the current membership form which shall be signed by an official on its behalf.
- 3.5 Every organisation affiliated to the Association shall send to the Association not later than [30 September] a copy of its current Rules.

### **4 AFFILIATION FEES**

- 4.1 Affiliation Fees shall be determined by the Annual General Meeting or an Extraordinary General Meeting.
- 4.2 Affiliation Fees shall be paid not later than [30 September].

### **5 RECOGNITION**

- 5.1 The Association shall recognise and cooperate with organisations recognised by the Company and with any County Schools Table Tennis Association, Schools League or School Club which is within its county area.

### **6 OFFICERS**

- 6.1 The Officers of the Association shall be: Chairman, Vice-Chairman, General Secretary and Treasurer. *[Insert others as appropriate]*.
- 6.2 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 Annual General Meeting following; they shall be eligible for re-election.

### **7 NATIONAL COUNCILLOR AND DEPUTY NATIONAL COUNCILLOR**

- 7.1 In accordance with the Table Tennis England Articles and Regulations, between 1 May and 15 June in each year, the [managing committee] shall elect a National Councillor and may elect a Deputy National Councillor to represent the County from the next Company AGM to the

following one, after considering all nominations submitted to them by affiliated leagues, clubs and individuals.

- 7.2 The Association shall send the election result in the form the Company prescribes, signed by the General Secretary or another member of the committee if the General Secretary position is vacant and one other person who shall be its Chairman, Vice-Chairman or Treasurer, to reach the Company by 20 June.
- 7.3 Prior to the Company holding a general meeting, or company members electing a director, the National Councillor and the [managing committee] shall consult, and wherever possible agree, how the National Councillor will vote.
- 7.4 The National Councillor or Deputy National Councillor shall report to the next meeting of the [managing committee] on matters discussed at Company general meetings and National Council meetings, including how they voted,

## 8 MANAGEMENT

- 8.1 The affairs of the Association shall be managed, subject to the control of the Annual General Meeting, by a managing committee, which shall be called the [Executive Committee], consisting of the Officers, National Councillor and [one] representative appointed by each Local League. *[Insert any others].*
- 8.2 The [managing committee] may co-opt not more than [three] other members of the Association. Co-opted members [shall] have the right to vote.
- 8.3 The [managing committee] may fill a casual vacancy in any Office or on the [managing committee] until the next Annual General Meeting.
- 8.4 The [managing committee] shall meet [at least quarterly].
- 8.5 At least [seven] days' notice in writing of the place, date and time of every meeting shall be sent to every member of the [managing committee].
- 8.6 The quorum of the [managing committee] shall be [five].
- 8.7 In the absence of Chairman and Vice-Chairman the [managing committee] shall elect one of its members to take the chair for the meeting.
- 8.8 Every question at a meeting of the [managing committee] shall be determined by a majority of the members present and voting, each member having one vote. In the case of an equality of votes the chairman of the meeting shall have a second or casting vote.
- 8.9 The [managing committee] may make Regulations to cover such matters not dealt with in this Constitution as it thinks fit.
- 8.10 The [managing committee] may appoint such sub-committees as it thinks fit and may delegate any of its duties and powers to them.

## 9 ANNUAL GENERAL MEETING

- 9.1 The Association shall hold an Annual General Meeting (AGM) in [May, June or July].
- 9.2 The General Secretary of the Association shall give at least fourteen days' notice in writing of the place, date and time of a General Meeting together with the Agenda, to the Officers, the National Councillor, the Deputy National Councillor and the General Secretary of each affiliated organisation.

- 9.3 Each Local League shall appoint an Accredited Representative to attend each General Meeting and cast its votes.
- 9.4 The Officers, National Councillor and Accredited Representatives of Local Leagues may attend, speak and vote. All other Members may attend and, with the permission of the Chairman, speak but may not vote.
- 9.5 The following items shall be included in the AGM Agenda: (1) Minutes of the previous AGM (2) Minutes of any EGM held since the previous AGM (3) Annual Report of the [Executive Committee] (4) Statement of Accounts (5) Propositions (if any) to alter the Constitution (6) motions of which the General Secretary has received notice in writing not later than [twenty-eight days] before the meeting (7) Election of Officers (8) Election of [managing committee] Members (9) Appointment of a suitable person to check the accounts in accordance with Section 11.4.
- 9.6 Motions not included in the Agenda shall not be voted upon except with permission of the chairman.
- 9.7 Voting may be by show of hands of those entitled to vote but before or immediately after a show of hands vote any person entitled to vote may require voting to be by poll instead.
- 9.8 When voting is by poll [each Officer and the National Councillor shall have one vote and each Local League shall have one vote].

## 10 EXTRAORDINARY GENERAL MEETING

- 10.1 An Extraordinary General Meeting (EGM) shall be convened on a resolution of the [managing committee] or within 28 days after receipt by the General Secretary of a requisition signed by [two Local Leagues] stating the business to be transacted at the meeting.
- 10.2 Section 9, except clauses 9.1 and 9.5, shall apply to an EGM.
- 10.3 An EGM shall transact only such business as is specified in the resolution or requisition convening it.

## 11 FINANCE

- 11.1 The funds of the Association shall be kept at a Bank or invested in a Building Society or other security approved by the Association.
- 11.2 The [managing committee] shall appoint the persons authorised to sign cheques etc, drawn on Bank, Building Society and other accounts and they shall be signed by at least two such persons.
- 11.3 The Financial Year of the Association shall end on [31 March].
- 11.4 The AGM shall appoint a suitable person, who is not a member of the [managing committee], to check the accounts of the Association annually and report on them to the next AGM.
- 11.5 All income and property of the Association from whatever source derived shall be applied solely to the promotion of the objects of the Association.

## 12 DISCIPLINE

- 12.1 The regulations governing the circumstances under which the Association may take disciplinary action against an organisation or member affiliated to it and the procedures for



doing so are set out in Annex 2 of Part D of the regulations (Disciplinary Action by Affiliated Organisations).

### **13 RIGHT OF APPEAL**

13.1 The circumstances in which an Affiliated Member may appeal to the Association and the way the appeal shall be conducted shall be as set out in the Company's Articles and Part E of its regulations (Right of Appeal).

### **14 MATTERS NOT COVERED BY THE CONSTITUTION**

14.1 Any question or matter arising which is not provided for in this Constitution shall be dealt with by the [managing committee].

### **15 ALTERATION OF THE CONSTITUTION**

15.1 This Constitution may be altered only by decision of an AGM or of an EGM convened for the purpose and the amendment shall then be subject to the approval of the Board of the Company.

15.2 Propositions for such alteration to be considered by the next AGM shall be submitted in writing to reach the General Secretary not later than [1 March].

15.3 All propositions so received shall be circulated to all Local Leagues and Directly Affiliated Clubs affiliated to the Association not later than [31 March].

15.4 Amendments or alternative propositions dealing with the same subject matter shall be accepted for consideration by the AGM if submitted in writing and received by the General Secretary not later than [14 April].

15.5 Propositions for such alterations to be considered by an EGM shall be submitted to the General Secretary in writing together with the requisition for the EGM.

15.6 Before any resolution altering this Constitution shall be declared carried at least [two thirds] of the total votes cast must be in favour of that resolution.

*The resolution adopting this Constitution was carried by the requisite majority at the Annual General Meeting of the Association on [1 June 2025] and it came into effect on approval by Table Tennis England on [1 July 2025].*