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## **TERMS OF REFERENCE**

### **Standing Orders Committee**

#### **Issue 1, 12<sup>th</sup> August 2021**

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The Standing Orders Committee (hereafter 'the committee') is a committee of Table Tennis England (TTE). The Terms of Reference are approved by the Governance & Risk Committee on behalf of the Board.

#### **Purpose**

The purpose of the committee shall be:

- To regulate the business of TTE General Meetings that are not the responsibility of the Board through the issuing of Standing Orders
- To protect and ensure that membership rights are respected at General Meetings
- To confer with the Board, the Senior Leadership Team, and the Rules Committee on any matters relating to the Articles, Regulations, or resolutions affecting a General Meeting as well as taking into consideration any legal advice received.

#### **Composition**

There shall be three members of the committee unless determined otherwise at a General Meeting.

The Chair of the committee shall be a nominal role determined by the committee members themselves.

The Members of the committee shall adhere to the following principles:

- 1 Membership of the Committee is an appointed role and members represent the TTE members.
- 2 Members shall fulfil their position in furtherance of the general objectives of the committee.
- 3 Members of the committee shall be current Table Tennis England affiliated members. A member of the committee whose Table Tennis England membership has lapsed shall no longer be a member of the committee.
- 4 Members of the committee shall adhere to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

#### **Appointments**

Members shall be appointed at a General Meeting for a tenure of 3 years by rotation.

All members may serve a maximum of 4 x 3 years consecutive terms and then can re-serve after a 3-year break unless removed by a General Meeting. However, in exceptional circumstances, members may serve beyond the maximum 12 years if agreed by a General Meeting.

Members shall be recruited by open advertisement on the TTE website as and when necessary for ratification at a General Meeting. The other committee members will conduct the recruitment process and recommend a preferred candidate to the General Meeting.

Should a casual vacancy occur, this may be filled by a casual appointment after the recruitment method detailed above and this casual appointment will then be subject to formal ratification at the next General Meeting.

A register shall be maintained by Table Tennis England detailing committee members, tenure, appointment process and other relevant information.

Co-opted members may be permitted in exceptional circumstances.

### **Meetings**

The committee shall meet at least once per year, and additionally as required, either physically or virtually. Day-to-day Committee business will be carried out via email.

To be quorate all three members must be present either physically or virtually.

Committee members shall be entitled to claim from Table Tennis England such out of pocket expenses as are legitimately incurred in furtherance of agreed committee business, in line with the Table Tennis England volunteer expenses policy.

### **Responsibilities:**

1. To act on behalf of the TTE membership to ensure that the arrangements leading up to any General Meeting are undertaken with integrity and in compliance with the Articles/Regulations of the Company
2. To liaise with the TTE Chief Executive Officer, Head of Operations and Governance, appropriate Board members, and the Rules Committee, to agree the arrangements for the next General Meeting
3. To review any resolutions proposed for a General Meeting and liaise with the Rules Committee and TTE Head of Operations and Governance to resolve any issues identified
4. To liaise with the TTE Head of Operations and Governance and agree details of the Notice of the Meeting and agenda order.
5. To review and update the General Meeting Standing Orders ahead of each meeting, considering any circumstances relating to that meeting
6. To prepare and issue a Report of the Committee for inclusion with the meeting Notice.
7. To attend a General Meeting and ensure it is undertaken in accordance with the Standing Orders issued for that meeting
8. To investigate and respond to any question or query raised by a member relating to the General Meeting arrangements or proposed resolutions
9. To undertake a post meeting review following a General Meeting and identify any issues that may require resolving/improving upon ahead of the next General Meeting to be held