

The Rules Committee (hereafter 'the committee') shall be an advisory committee of Table Tennis England ('TTE'), responsible to Head of Operations and Governance

### **Purpose**

The purpose of the committee shall be:

- To draft TTE articles and regulations as are required, in order to implement operational and policy changes
- To advise TTE when required on the interpretation of the articles and regulation
- Prepare propositions for presentation to the AGM

### **Composition**

The Chair of the committee shall be an appointed role.

The Members of the committee shall be in an advisory role to support the governance of Table Tennis England.

All members of the committee whose appointed role is not representative in nature shall fulfil their position in furtherance of the general objectives of the committee.

All members of the committee shall be current Table Tennis England members. A member of the committee whose Table Tennis England membership has lapsed shall no longer be a member of the committee.

All members of the committee shall adhere to the Nolan principals of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

### **Appointments**

The Chair shall be appointed by the Board for a tenure of 2 years.

Members shall be appointed by the Chair with the approval of the Head of Operations and Governance, for a tenure of 2 years.

All members including the Chair may serve for a maximum of tenure of 4 consecutive terms, unless exceptionally agreed by Board. All members including the Chair will be eligible for reappointment after a 2 year break.

Including the Chair, no less than 50% of members at any time shall be identified via open advertisement on the Table Tennis England Website.

Table Tennis England may take positive action in the form of proportionate measures to encourage or train people from under-represented groups to apply for volunteer roles, overcome a perceived disadvantage or meet specific needs based on a protected characteristic



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

There shall be no power of co-option.

### **Meetings**

The committee shall meet annually, if required and as required, either physically or virtually. Day-to-day Committee business will be carried out via email.

The quorum of the meeting shall be 50%+1, but must include the Chair and the Head of Operations and Governance (or their designate)

Minutes of each meeting shall be produced and maintained.

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 advise the Board, National Council, Committees and Heads of Departments on matters concerning the Articles and Regulations of the Company and the interpretation thereof.
2. On behalf of the Board to give an official ruling on the interpretation of any Article or Regulation.
3. To draft for submission to a General Meeting any changes to the Articles to be proposed by the Board.
4. To draft, for approval by the Board, Regulations and any subsequent changes thereto.
5. To review the Articles and Regulations from time to time and to recommend to the Board any changes considered necessary or desirable.

### **Reporting**

The committee shall report to the Head of Operations and Governance who shall be responsible for relaying items of note within the Table Tennis England governance and staff structures, and/ or progressing process and policy considerations as required.

Minutes of committee meetings should also be made available to the Head of Operations and Governance

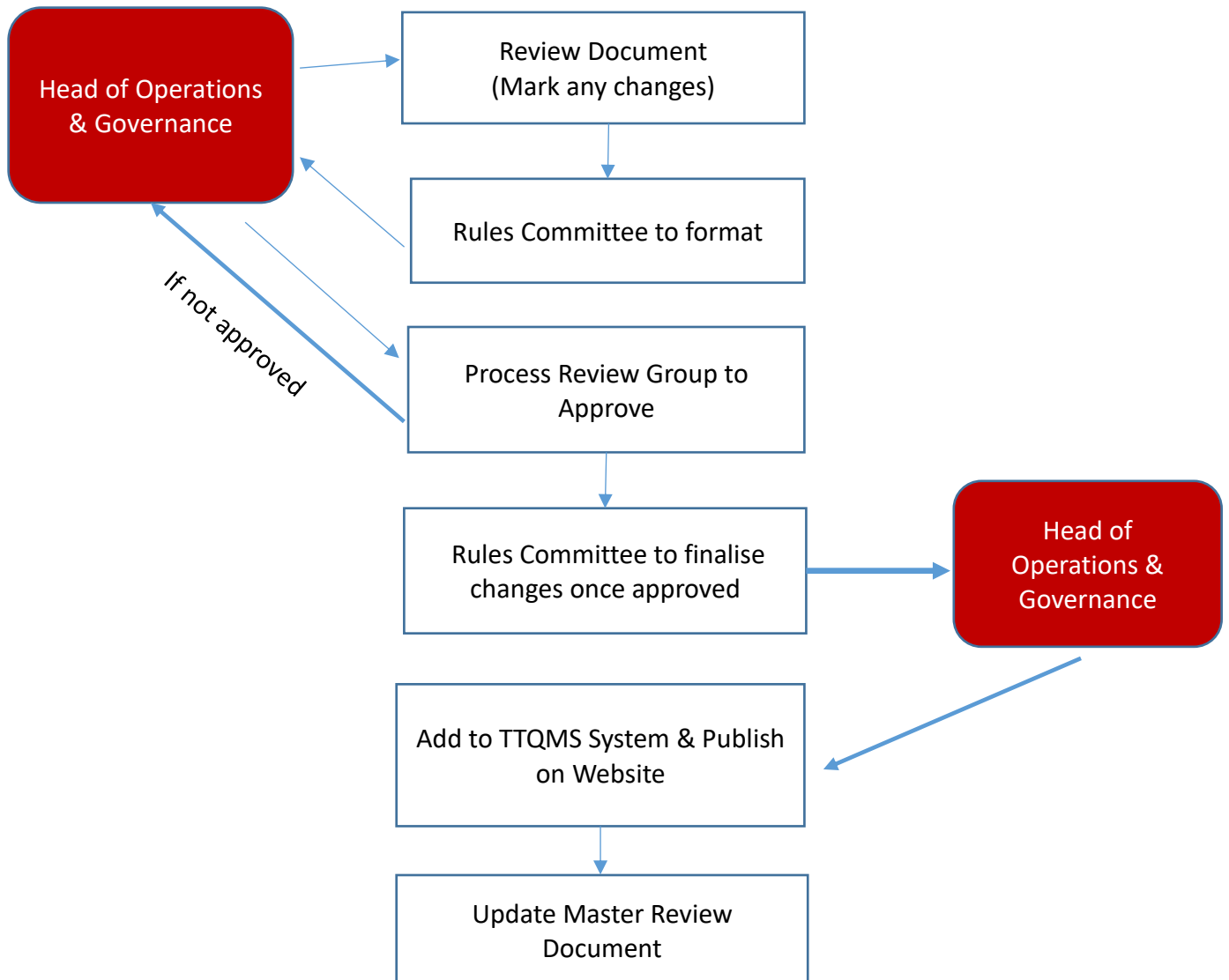
### **Appeal Procedure**

Notwithstanding the *Right of Appeal* and the *Customer Care & Complaints Policy* - in the event that a member has an unresolved query or issue regarding a decision of the Committee, then recourse in the first instance shall be to the Head of Operations and Governance.

These Terms of Reference will be reviewed biennially.

**Appendix A: Amendment to Articles or Regulations**

**Head of Department Flow Chart**



**Committee to Head of Department**

