

The Article Working Group shall be a task and finish Group of Table Tennis England ('TTE'), responsible to the Governance & Risk Committee.

1. Purpose

1.1. The purpose of the committee shall be:

- 1.1.1. To review TTE articles and look at any areas that would enhance or make clearer the intentions of the relevant clauses.
- 1.1.2. To take into consideration the advice from our legal advisor and how this can be accommodated within the Articles.
- 1.1.3. To take into consideration any suggestions from the Rules Committee
- 1.1.4. To draft relevant Resolutions to be presented to the Board of Directors for approval, including the schedule for presenting this to the Company Members
- 1.1.5. To support the communication of the proposed amendments to governance groups such as National Council and the wider Company Members to explain any changes and their reasoning.

2. Composition

2.1. The Head of Governance will Chair the Working Group. At any meeting of the Working Group at which the Chair is not present the other members shall agree a Chair for that meeting only.

2.2. The Members of the Working Group shall be a representative cross section of the organisation, including:

- 2.2.1. Chair - Head of Governance
- 2.2.2. Board Director
- 2.2.3. Member of the Governance & Risk Committee
- 2.2.4. County Representative Company Member
- 2.2.5. League Representative Company Member
- 2.2.6. TTE Legal Counsel

2.3. The Chair of the Board of Directors and Chief Executive shall be ex-officio members of the Working Group.

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

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

3. Appointments

3.1. Through the Chair, the Governance & Risk Committee shall oversee the duration of the task and finish group.

3.2. Members shall be appointed by the Chair for the duration of task and finish group unless request to be removed or are asked to be removed by the remainder of the committee.

4. Meetings

4.1. The Working Group shall meet as required to fulfil the purpose of the Working Group, if required and as required, either physically or virtually. Day-to-day Committee business will be carried out via email.

4.2. The quorum of the meeting shall be 50% plus one but must include the Chair.

4.3. Actions of each meeting shall be produced and maintained.

4.4. Working Group 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.

5. Responsibilities

5.1. To advise the Board on matters concerning the Articles and recommended changes

5.2. To draft any changes to the Articles for review by Rules committee prior to submitting to the Board for approval.

5.3. To draft resolutions to support the proposed changes, for approval by Rules Committee prior to submitting to the Board.

5.4. To draft scheduled timeline of proposed changes to ensure meets the deadlines of approval by Rules Committee and Board Meetings and deadlines for Resolutions to be presented to the Board.

5.5. To submit changes as per the flow chart in Appendix 1

6. Reporting

6.1. Minutes of each Working Group meeting will be presented to the subsequent to the Governance and Risk Advisory Committee and, where necessary, the Chair of the Committee will provide a report to the Board on any substantive matters of importance and any material issues or concerns.

6.2. The Governance & Risk Committee shall report its decisions to the Board and make whatever recommendations it deems appropriate on any area within its remit where action or improvement is needed.

Appendix 1: Process to approve proposed Article changes:

Flow Chart

