

This document cancels and replaces the issue dated 5 September 2024

*The Regulations set out 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.*

**1 Introduction**

- 1.1 A County Association consists of Constituent Organisations and County Members.
- 1.2 The Constituent Organisations of a County Association are the TTE Affiliated Organisations which the Board assigns to it in accordance with the Articles.
- 1.3 The County Members of a County Association are the TTE Affiliated Members of its Constituent Organisations and any other TTE Affiliated Members the County Association admits.

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

**2. Status and relationship with TTE**

- 2.1 A County Association must recognise TTE as the National Governing Body for table tennis in England and comply with TTEs Articles and regulations.
- 2.2 The objects of a County Association shall be to promote and encourage the playing, development and organisation of table tennis in the County.
- 2.3 If a County Association is dissolved, any surplus assets remaining after discharge of liabilities shall automatically vest in TTE.
- 2.4 A County Association must submit to TTE each year the names and contact details of its officers and Constituent Organisations, a copy of its constitution (or confirmation that it has not altered since the previous submission) and any other information requested.
- 2.5 If the information submitted to TTE changes during the year the County Association must send an update to TTE within 14 days of the change.

### **3. Constitution**

- 3.1 A County Association must have a constitution which complies with TTEs Articles and regulations including the requirements in Annex 2 below.
- 3.2 In the event of any conflict, TTEs Articles and regulations shall prevail over the constitution of a County Association. If a provision in a County Association constitution conflicts with TTEs Articles or regulations, it shall be void and of no effect to the extent that it conflicts.

### **4. Jurisdiction**

- 4.1 The area of jurisdiction of each County Association is defined in Annex 1 below.
- 4.2 Subject to the overriding authority of the Board, a County Association has jurisdiction over its Constituent Organisations and County Members and over table tennis events and activities (including those participating in them in any capacity) organised by itself or its Constituent Organisations.

### **5. Election of National Councillor and Deputy National Councillor**

- 5.1 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 end of that year's TTE AGM to the end of the following one, after considering all nominations submitted by Constituent Organisations and County Members.
- 5.2 A County Association must send the election result in the form TTE prescribes, authenticated by two of its Officers, to reach TTE not later than 20 June.
- 5.3 A County Association may suspend or terminate the appointment of a National Councillor or Deputy National Councillor. Notice of such a proposal must be contained in the notice of the meeting to discuss the suspension or termination sent out at least 7 days in advance and the National Councillor or Deputy National Councillor must be invited to attend and be allowed ample opportunity to respond to the proposal.
- 5.4 A County Association may fill a casual vacancy for 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. For convenience, these are defined by reference to local authority areas as at 1 April 2023.

Before the Board will consider any proposal to amend county boundaries, it will require a report on the views of all the County Associations affected and their Constituent Organisations.

County	Code	Areas
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	Gs	Gloucestershire
HAMPSHIRE	Ha	Hampshire, Portsmouth, Southampton
HEREFORDSHIRE	Hr	Herefordshire
HERTFORDSHIRE	He	Hertfordshire
ISLE OF WIGHT	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, 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 Minimum requirements for County Association Constitutions

*Note This annex is intended to explain the minimum requirements. It is not designed to be used verbatim in a constitution. County Associations are advised to base their constitution on the model constitution in the County Organisation Handbook.*

### 1 Introduction

- 1.1 A County Association must have a constitution which complies with TTEs Articles and regulations and including the requirements in this Annex
- 1.2 A County Association may include other provisions in its constitution provided they do not conflict with TTEs Articles and regulations including the requirements in this Annex.

### 2 Affiliation

- 2.1 No organisation or individual may affiliate to the County Association unless affiliated to TTE.

### 3 Annual Fees

- 3.1 Each Local League shall pay to the County Association an annual fee determined by the County Association's General Meeting.
- 3.2 A Directly Affiliated Club playing in a local league which is a Constituent Organisation of the County Association is deemed to have paid a fee through the local league and is not required to pay a separate fee to the County Association.
- 3.3 A Directly Affiliated Club which does not enter any teams in local leagues in the County is not required to pay a fee exceeding that which it would pay to the County Association through a local league if it entered one team.

### 4 Officers

- 4.1 The Officers of the County Association shall be Chair, General Secretary and Treasurer and such others as the constitution provides.
- 4.2 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 following Annual General Meeting and shall be eligible for re-election.

## 5 Management

- 5.1 The affairs of the County Association shall be managed, subject to the control of the General Meeting, by a managing committee consisting of the Officers, National Councillor, representatives appointed by each Constituent Organisation and such others as the constitution specifies.
- 5.2 The General Secretary shall send each member of the managing committee at least seven days written notice of the place, date and time of each meeting
- 5.3 The quorum of the managing committee shall be five or such larger number as the constitution provides.
- 5.4 The managing committee may supplement the constitution with such rules as it thinks fit. Such rules shall be consistent with TTEs Articles and regulations and with the constitution.

## 6 General Meetings

- 6.1 A County Association must hold an Annual General Meeting each year.
- 6.2 An Extraordinary General Meeting (EGM) must be convened on a resolution of the managing committee or within 28 days of receipt by the General Secretary of a requisition signed by two Constituent Organisations stating the business to be transacted at the meeting.
- 6.3 An Extraordinary General Meeting must transact only such business as is specified in the resolution or requisition convening it.
- 6.4 The General Secretary of a County Association must 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 Constituent Organisation.
- 6.5 Each Constituent Organisation shall appoint an accredited representative to attend a General Meeting and cast its votes.
- 6.6 The Officers, National Councillor and accredited representatives of Constituent Organisations may attend, speak and vote. All other County Members may attend and, with the permission of the Chair, speak but may not vote. *(Note: The constitution may specify either that each of those entitled to vote has one vote or that representatives of Constituent Organisations shall have a weighted vote determined by their number of County Members).*
- 6.7 The following items must be included in the AGM Agenda:
  - 6.7.1 Minutes of the previous AGM and of any EGM held since the previous AGM.
  - 6.7.2 Annual Report of the managing committee.
  - 6.7.3 Statement of Accounts.
  - 6.7.4 Resolutions (if any) to alter the Constitution.
  - 6.7.5 Resolutions (if any) of which the General Secretary has received notice in writing not later than 14 days before the meeting or such longer period as is specified in the constitution.
  - 6.7.6 Election of Officers.
  - 6.7.7 Appointment of a suitable person to carry out an audit of the accounts.

6.8 Resolutions not included in the agenda may not be voted upon except with permission of the chair.

## **7 Finance**

7.1 All income and property of a County Association from whatever source derived must be applied solely to the promotion of the objects of the County Association.

7.2 The funds of a County Association must be kept in accounts approved by the managing committee except for petty cash up to an amount approved by the managing committee.

7.3 The managing committee must approve the names of the persons authorised to make payments from the accounts and the number of such persons required to authorise such a payment.

7.4 The Financial Year of the Association shall end on such date as the constitution provides.

7.5 The Annual General Meeting must appoint a suitable person, who is not a member of the managing committee, to audit the accounts of the County Association annually and report on them to the next AGM.

## **8. Discipline**

8.1 A County Association may take disciplinary action against a Constituent Organisation or County Member for breaches of TTEs Articles or regulations or breaches of its own constitution or rules.

8.2 In any disciplinary action a County Association must act fairly in accordance with the principles of natural justice.

8.3 A County Association must conduct its disciplinary procedure in accordance with the procedure below.

8.4 The managing committee of a County Association must appoint a panel to hear the case.

8.5 A person who has an interest in a case may not be a panel member for that case.

8.6 The Constituent Organisation or County Member must be told in writing in advance of the allegation and the general nature of the evidence against them.

8.7 The panel must allow the Constituent Organisation or County Member to hear and question all those giving evidence against them, to put their side to the panel in person or, if they prefer, in writing and to call witnesses.

8.8 If the panel finds the allegation proved on the balance of probabilities it shall first allow the Constituent Organisation or County Member to speak in mitigation. It may then impose a sanction relating to membership of the County Association but not to membership of Table Tennis England or another Affiliated Organisation.

8.9 If the panel considers that sanctions relating only to membership of the County Association are not sufficient to deal with the breach, it must, in addition, report the matter to TTE.

8.10 A Constituent Organisation or County Member has a right of appeal against a disciplinary decision of a County Association in accordance with Article 51 and Part E of TTEs Regulations (Right of Appeal).

**9 Matters not covered by the constitution**

9.1 The managing committee may deal with any question or matter arising which is not provided for in the Constitution.

**10 Alteration of the constitution**

10.1 The constitution may be altered only by a resolution of a General Meeting, such resolution having been included in the agenda for the meeting circulated 14 days in advance of the meeting.

10.2 Resolutions for such alteration to be considered by the Annual General Meeting must be submitted in writing to reach the General Secretary at least 28 days before the meeting.

10.3 All resolutions so received must be circulated to all Constituent Organisations at least 14 days before the meeting.

10.4 Resolutions to alter the constitution at an Extraordinary General Meeting must be submitted to the General Secretary in writing with the requisition for the Extraordinary General Meeting.

10.5 Before any resolution altering the constitution is declared carried at least two thirds of the total votes cast (or such larger majority as the constitution provides) must be in favour of that resolution.