

BYLAWS
ALBERTA TABLE TENNIS ASSOCIATION

September 2001

ARTICLE 1.

The name of the society is – Alberta Table Tennis Association

ARTICLE 2.

- a) Membership in the Association shall be open to all table tennis players, coaches, and officials residing in the Province of Alberta.
- b) The Executive Committee shall have the right to elect to membership, by a majority vote, any other person who is first duly introduced to the Association by a member.
- c) The Executive Committee shall have to right to deny membership to any person or suspend or expel any member who is undesirable. The Executive Committee can exercise this right provided that three-fourths or more of the Executive Committee members are in agreement.
- d) The annual dues of adult members, junior members or affiliated clubs shall be set each year at the first meeting of the Executive Committee for the following year. Fees shall be payable at the beginning of each new season (September) based upon the club's previous years membership. Final membership list must be delivered to the Alberta Table Tennis Association prior to the first of July of the present season. Membership shall be in effect upon payment until the thirty-first of August.
- e) No member shall be entitled to any privileges or to vote or be heard at any meeting while in arrears for dues or under suspension.

ARTICLE 3.

- a) The affairs of the Association shall be in the hands of an Executive Committee consisting of the President, Vice President – Technical, the Vice President – Administration and Marketing, and the vice president – Finance and Operations and a minimum of three councilors. At least three of the eight Alberta zones as defined by the Alberta Sport Recreation parks and Wildlife Foundation) shall be represented on the Executive Committee. No zone may have more than three councilors
- b) The Committee shall not incur expense in any year in excess of the revenue plus the balance brought forward for that year. The Association shall not exercise any borrowing power unless decided by three-fourths or more of the entire Executive Committee.
- c) The election of the Executive Committee shall take place at the Annual Meeting of the Association. Each member of the Executive Committee (excluding councilors) shall be elected by a separate vote. Counselors shall be elected zone by zone. Voting shall be by

show of hands unless any member requests a vote by secret ballot, in which event scrutinizers shall be appointed and such secret ballot taken.

Any member of the Association in good standing shall be eligible to vote or stand for election provided said member reaches his or her seventeenth birthday on or before July first of the year in question. Voting by proxy will be disallowed in the election of the Executive Committee.

- d) Absence of an Executive member from three consecutive meetings, without a valid reason, shall constitute a vacancy therein so far as such member is concerned. No officer or member of the Association shall receive any remuneration for his or her services with the exception of personnel hired by the ATTA to perform a specified function by contractual arrangement.
- e) The term of office for the President, Vice President – Technical, Vice President – Finance and Operations and Vice President – Administration and Marketing shall be for a period of two years, with the President and the Vice President – Administration and Marketing to be elected in odd-numbered years and the vice President – Technical and Vice President – Finance and Operations to be elected in the even-numbered years. Such committee shall take office immediately following the election. If for any reason a new committee has not been elected prior to the expiration date, the existing committee shall continue in office until a new committee can be elected. Vacancies occurring in the committee before the next election, at the annual meeting of the Association may be filled by the majority vote of the remaining members of the committee.
- f) Notice of every meeting of the Executive Committee shall be communicated to each Executive Committee member through the office of the Alberta Table Tennis Association or shall be given by the Vice President - Administration and Marketing to each member of the Committee at least four days before the day appointed for such meeting and such notice shall state the date, time and place of the holding of such meeting and business to be transacted thereat. A meeting of the Committee may be held at any time or place without such notice provided that all members of the Committee are present or have signified their consent to such meeting.
- g) Each member of the Executive Committee shall be entitled to one vote at each committee meeting. In the event of a tie vote, the President shall have the right to cast a vote to break the tie.
- h) The Executive Committee at its discretion may submit any question by mail, telephone or any other communication delivery system to the members of the Committee who may vote thereon by mail or telephone, such vote shall be as binding as if taken at a duly convened meeting thereof.

ARTICLE 4.

- a) The Annual General Meeting shall normally be held in September. Written notice thereof shall be given to all members in good standing at least thirty days prior to the meeting.
- b) Special meetings of the Association may be held at any time at the call of the President or any three members of the Committee; provided that written notice of the meeting is given to each member in good standing at least seven days prior to the date of the meeting.

- c) All meetings of the Association shall be held in a city or place that the Executive Committee shall decide.
- d) A minimum of ten members present shall constitute a quorum at the annual meeting or any general meeting of the Association.
- e) Each member in good standing is entitled to one vote in person or any annual or special meeting of the Association, subject to the requirements in 4(c).
- f) The Executive Committee shall meet immediately after the Annual General Meeting and at other times at the call of the President. Meetings shall be held approximately every three months.
- g) Three members of the Executive Committee present in person shall constitute a quorum at all meetings of that Committee.

ARTICLE 5.

- a) It shall be the duty of the President, or in his absence, the Vice President - Technical to preside at all meetings of the Association, or of the Executive Committee, whether special or general, and the President, or in his absence, the Vice President - Technical shall, on receipt of a written request of any three members of the Association, call a meeting of the Association or the Executive Committee.
- b) The Vice President - Administration and Marketing of the Association shall be responsible for the custody and use of the seal of the Association on all official records and/or documents. The Vice President - Administration and Marketing shall keep a record of all meetings of the Association and of the Executive Committee, send out notices of all meetings, and report on all matters of interest to any meeting of the Association or at any meeting of the Executive. The Vice President - Administration and Marketing shall also mail to each member of the Executive Committee a copy of the minutes of each meeting as soon as possible after the holding thereof. The books and records may be inspected by any member in good standing at the Annual General Meeting.
- c) It shall be the duty of the Vice President - Finance and Operations of the Association to collect and receive all monies due to the Association and to pay all accounts ordered to be paid by the Executive Committee. With the approval of the Executive Committee, a paid staff member may be appointed to act as a bookkeeper taking on the responsibility of the bookkeeping function of the Vice President - Finance and Operations position. The Vice President - Finance and Operations shall then take an auditing role ensuring that all bookkeeping is done in conjunction with all necessary accounting procedures. All monies to the credit of the Association shall be kept on deposit in Chartered Bank or Trust Company to be selected by the Executive Committee. The Vice President - Finance and Operations and one of the following, shall sign all cheques on this account: the President or the Executive Director.

If so appointed, the Bookkeeper shall keep proper books of account and the Vice President - Finance and Operations shall audit such books and at each meeting of the Executive Committee shall advise them of the financial position of the Association. He/she shall also, at the Annual Meeting of the Association, submit a properly prepared financial report from

the 1st of September of the last year to the 30th of August of that year. The Vice President - Finance and Operations shall ensure that the books be audited annually before the annual meeting by the President and Vice President - Administration and Marketing or by a third party auditor appointed by the Association.

- d) Executive Committee members shall demonstrate ethical and professional conduct to maintain the confidence of the membership and general public. Each member of the Executive Committee shall read and behave in accordance with the Executive Committee's Code of Ethics and Conduct.

ARTICLE 6.

The Executive Committee shall have the power to do all such things as in their opinion may be necessary or expedient to effectually carry out the objectives of the Association as set out in the bylaws and in particular and without limiting the foregoing, the Committee shall have the power:

- a) To cause the Association to become affiliated with the Canadian Table Tennis Association (CTTA) and the International Table Tennis Federation (ITTF) upon such terms as it deems fit and proper.
- b) To adopt the rules of play of the ITTF and the CTTA or any combination thereof of any other rules for use in the Province of Alberta.
- c) To pass and enact such rules and regulations as it deems advisable for the improvement and regulation of the game and in particular, but without limiting the foregoing, to regulate exhibition matches, leagues seeking affiliation with the Association, and equipment for match, league, and tournament play.
- d) To prohibit any act or practices by associations, clubs, persons affiliated with the ATTA which, in the opinion of the Committee, is detrimental to the interest of the game and to deal with any associations, clubs or persons disregarding such prohibition in such manner as it may deem advisable.