

ALBERTA TABLE TENNIS ASSOCIATION (ATTA)
MEMBERSHIP ELIGIBILITY CUT-OFF POLICY FOR AFFILIATE CLUB ROSTERS
(January 2026)

1. Purpose

This policy establishes a membership eligibility cut-off rule governing when individuals affiliated with ATTA Affiliate Clubs become recognized members of the Association for governance purposes.

The policy ensures that membership recognition is:

- transparent
- verifiable
- administratively manageable
- protected from last-minute membership fluctuations

This policy operates together with:

- ATTA Membership Registry Policy (January 2026)
- ATTA Record Date Policy
- ATTA Membership Information Collection and Use Policy
- ATTA Records Access and Communications Policy

2. Recognition of Club Members as ATTA Members

Under Article II of the ATTA Bylaws, individuals who are members of an Affiliate Club may be recognized as individual members of the Association.

For governance purposes, such recognition is conditional upon the submission of required membership information to ATTA.

Only individuals recorded in the official ATTA Membership Register shall be recognized as members of the Association for governance purposes.

3. Club Membership Roster Submission Requirement

Each Affiliate Club must submit a complete membership roster to ATTA containing, at minimum:

- Full legal name

- City
- Province
- Contact information (maintained internally by ATTA)
- Confirmation of current membership status

Roster submissions must be certified by the Club President or authorized club officer.

4. Annual Membership Roster Deadline

Affiliate Clubs must submit their annual membership roster to ATTA no later than September 30 of each year, unless otherwise specified by the Board.

The submitted roster will form the basis of the ATTA Membership Register for the current membership year.

5. Updates to Club Membership Rosters

Clubs must notify ATTA of any membership additions or removals within 30 days of the change.

Roster updates must be submitted in writing in the format approved by ATTA.

The Association reserves the right to verify roster information to ensure compliance with ATTA policies.

6. Governance Eligibility Cut-Off

For governance purposes (including General Meetings, elections, quorum calculations, and Special General Meeting requisitions):

Individuals must appear in the ATTA Membership Register at least 30 days prior to the applicable Record Date in order to be eligible.

Members added to club rosters after this deadline shall not be counted for governance purposes related to that meeting or requisition.

7. Administrative Verification

The ATTA Secretary may conduct administrative verification of club membership submissions, including:

- confirming roster completeness
- requesting clarification from clubs
- verifying compliance with ATTA policies

The Board may decline to recognize roster submissions that are incomplete, inconsistent, or submitted outside required timelines.

8. Governance Determination

The ATTA Membership Register maintained by the Secretary shall be the sole authoritative record for determining:

- voting eligibility
- quorum
- requisition thresholds
- membership counts for governance purposes

The Board's determination of membership eligibility shall be final, subject to any appeal provisions contained in the ATTA Bylaws.

9. Guiding Governance Principle

This policy ensures that:

- membership recognition is fair and transparent
- governance processes are stable and predictable
- last-minute membership fluctuations do not create procedural disputes

The policy protects both the rights of members and the integrity of ATTA's governance processes.