

ALBERTA TABLE TENNIS ASSOCIATION (ATTA)
MEMBERSHIP VERIFICATION AND AUDIT AUTHORITY POLICY
(January 2026)

1. Purpose

This policy establishes the authority of the Association to verify and audit membership information submitted by Affiliate Clubs.

The policy ensures that the ATTA Membership Register accurately reflects individuals who are legitimately recognized as members of the Association.

This policy supports the integrity of ATTA governance processes, including:

- voting eligibility
- quorum determinations
- Special General Meeting requisitions
- elections and nominations

This policy operates together with:

- ATTA Membership Registry Policy (January 2026)
- ATTA Record Date Policy
- ATTA Membership Eligibility Cut-Off Policy
- ATTA Membership Information Collection and Use Policy

2. Authority

Pursuant to the governance authority of the Board of Directors and the duties of the Secretary to maintain the official Membership Register, the Association may verify membership information submitted by Affiliate Clubs.

The ATTA Membership Register maintained by the Association shall be the sole authoritative record for governance determinations.

3. Club Certification Requirement

When submitting membership rosters, Affiliate Clubs must certify that:

- each listed individual is a current member of the club
- the individual has paid applicable club dues
- the information provided to ATTA is accurate and complete

- the individual has agreed to comply with ATTA bylaws and policies

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

4. Administrative Verification

The ATTA Secretary may conduct administrative verification of submitted rosters, including:

- confirming roster completeness
- verifying that required information is provided
- requesting clarification from the club
- confirming membership dates where necessary

Administrative verification may occur during routine membership registry maintenance.

5. Audit Authority

Where the Board determines that verification is required to ensure the accuracy of the Membership Register, the Association may conduct a membership audit.

An audit may include requesting supporting documentation from the club, including:

- confirmation of membership registration forms
- confirmation of membership fee payments
- confirmation of membership dates
- confirmation that the member has agreed to comply with ATTA policies

The Association may also contact individual members directly to confirm their membership status.

6. Circumstances Where Audit May Occur

Membership audits may be conducted where the Board determines it appropriate, including but not limited to situations involving:

- sudden or unusual increases in reported membership
- discrepancies in roster information
- governance processes such as elections or requisition thresholds
- concerns raised regarding the accuracy of submitted rosters

Audits shall be conducted in a fair and reasonable manner.

7. Consequences of Non-Compliance

If an Affiliate Club fails to cooperate with verification requests or provides incomplete or inaccurate membership information, the Board may determine that:

- the affected individuals will not be recognized for governance purposes
- the roster submission will not be accepted until corrected

The Board's determination shall be final, subject to any applicable appeal provisions under ATTA bylaws.

8. Protection of Personal Information

All verification and audit processes shall be conducted in accordance with ATTA's Membership Information Collection and Use Policy and applicable privacy legislation.

Information obtained through verification or audit processes shall be used solely for governance administration purposes.

9. Guiding Governance Principle

This policy ensures that the ATTA Membership Register reflects legitimate and verifiable membership information.

The policy protects:

- the integrity of ATTA governance processes
- the rights of legitimate members
- the transparency and fairness of Association decision-making