

ALBERTA TABLE TENNIS ASSOCIATION (ATTA)
MEMBERSHIP DISPUTE RESOLUTION PROCEDURE
(January 2026)

1. Purpose

This procedure establishes a fair and orderly process for addressing disputes relating to membership status within the Association.

The procedure applies to disputes concerning:

- recognition of individual members
- membership eligibility for governance purposes
- membership status within the ATTA Membership Register
- verification of membership submitted through Affiliate Clubs

This procedure supports the integrity and transparency of the ATTA Membership Registry system.

2. Scope

Membership disputes may arise in situations including:

- challenges to an individual's membership status
- disputes concerning club membership roster submissions
- eligibility to vote at meetings
- eligibility to count toward quorum or requisition thresholds

This procedure provides a consistent method for resolving such matters.

3. Submission of Membership Dispute

Any member in good standing may submit a written request for review of a membership determination.

The request must:

- be submitted in writing to the ATTA Secretary
- clearly identify the membership issue being disputed
- include any supporting information available to the requester

The request must be submitted within 14 days of the relevant membership determination or event.

4. Administrative Review

Upon receipt of a dispute request, the Secretary shall conduct an administrative review of the matter, including:

- verifying membership information in the ATTA Membership Register
- reviewing relevant roster submissions from Affiliate Clubs
- confirming compliance with ATTA policies

The Secretary may request clarification or additional information from the relevant club or individual.

5. Board Review

If the dispute cannot be resolved through administrative review, the matter shall be referred to the Board of Directors.

The Board may:

- review relevant documentation
- request additional information from the parties involved
- consider applicable ATTA policies and bylaws

The Board may determine whether the membership determination should be upheld or amended.

6. Decision

The Board shall issue a written decision confirming:

- the outcome of the review
- the applicable governance policies considered
- the effective membership determination

The Board's decision shall be final unless otherwise provided under ATTA bylaws.

7. Governance Timing

Where a membership dispute arises in connection with a governance event (such as a meeting, election, or requisition threshold), the Association may proceed with the governance process using the Membership Register as it exists on the applicable Record Date.

Dispute resolution outcomes shall not retroactively affect governance determinations that have already occurred.

8. Protection of Personal Information

All membership dispute reviews shall be conducted in accordance with:

- ATTA Membership Information Collection and Use Policy
- applicable privacy legislation

Personal information shall be handled only for the purposes of resolving the dispute.

9. Guiding Governance Principle

This procedure ensures that membership disputes are handled in a fair, transparent, and structured manner.

The procedure protects:

- the rights of members
- the integrity of ATTA governance processes
- the administrative efficiency of the Association