

ALBERTA TABLE TENNIS ASSOCIATION (ATTA)

MEMBERSHIP REGISTRY POLICY

(January 2026)

1. Purpose

This Policy establishes procedures for the creation, maintenance, verification, and governance of the official Membership Register of the Association in accordance with:

- Article II (Membership)
- Section 4.02(d) (Secretary duties)
- Section 5.04 (Special Meetings)
- Section 5.05 (Quorum)
- The Alberta Societies Act

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

- Voting eligibility
- Quorum
- Requisition thresholds
- Eligibility to hold office
- Good standing status

2. Authority

Pursuant to Section 4.01 (General Powers), the Board adopts this Policy to ensure compliance with the Bylaws and applicable legislation.

3. Official Membership Register

The Secretary shall maintain a centralized Membership Register containing, at minimum:

- Full legal name
- Membership category (Direct Individual / Affiliate Club Member)
- Club affiliation (if applicable)
- Date of admission
- Membership year
- Confirmation of dues payment
- Good standing status
- Disciplinary status (if applicable)

- Voting eligibility status

Only individuals recorded in this Register shall be recognized as Members for governance purposes.

4. Recognition of Affiliate Club Members

Pursuant to Section 2.01(b)(ii) of the Bylaws, members of Affiliate Clubs are recognized as Individual Members of the Association conditional upon compliance with this Policy.

For governance purposes, recognition of such individuals as ATTA members is conditional upon their inclusion in the official ATTA Membership Register maintained by the Secretary.

Only individuals recorded in the ATTA Membership Register shall be considered members in good standing.

Recognition requires:

1. Submission of a complete membership roster by the Affiliate Club.
2. Annual confirmation of member status.
3. Submission of required identifying information.
4. Compliance with ATTA bylaws and policies.

Failure to provide required information shall result in suspension of automatic recognition for governance purposes.

5. Club Reporting Requirements

Each Affiliate Club must:

- Submit a full membership roster annually by September 30.
- Update membership changes within 30 days.
- Provide written certification by the Club President.
- Confirm that each listed individual has agreed to comply with ATTA bylaws and policies.

Incomplete or uncertified lists shall not be recognized.

6. Voting Eligibility Cut-Off

For any General or Special Meeting:

Only Members recorded as “In Good Standing” on the Official Membership Register at least 30 days prior to the meeting date shall be eligible to:

- Vote
- Be counted toward quorum
- Be counted toward a requisition threshold

This provision ensures procedural fairness and stability.

7. Determination of Good Standing

Good standing shall be determined exclusively by the Association in accordance with Section 2.05 of the Bylaws.

A club's certification of internal good standing shall not override ATTA's independent authority.

8. Data Verification

The Association reserves the right to:

- Request supporting documentation
- Audit club membership lists
- Verify fee payment
- Confirm compliance with bylaws and policies

The Board's determination of membership eligibility shall be final unless appealed under Section 2.08.

9. Transitional Provision (2026)

All Affiliate Clubs shall submit updated membership rosters upon request by the Association to comply with adoption of this Policy.