

ALBERTA TABLE TENNIS ASSOCIATION (ATTA)
RECORD DATE POLICY FOR GOVERNANCE DETERMINATIONS
(January 2026)

1. Purpose

This policy establishes a Record Date for determining membership status for governance purposes.

The Record Date ensures clarity and procedural fairness when determining:

- Voting eligibility
- Quorum for General Meetings
- Special General Meeting requisition thresholds
- Eligibility to stand for election
- Other governance rights

This policy supports consistent administration of the ATTA Membership Registry in accordance with the Alberta Societies Act, ATTA bylaws, and the Membership Registry Policy adopted January 2026.

2. Definition of Record Date

The Record Date is the date on which the ATTA Membership Register is used to determine:

- The official list of members in good standing
- The number of members eligible to vote
- The number of members counted toward quorum
- The number of members counted toward requisition thresholds

The Membership Register as it exists on the Record Date shall be the authoritative governance record for the relevant matter.

3. Record Date for General Meetings

For Annual General Meetings or other General Meetings:

The Record Date shall be:

30 days prior to the scheduled meeting date

Only individuals recorded as members in good standing on the Membership Register as of the Record Date shall be eligible to:

- Vote
- Be counted toward quorum
- Stand for election

Membership changes occurring after the Record Date shall not affect eligibility for that meeting.

4. Record Date for Special General Meeting Requisitions

Where members submit a requisition for a Special General Meeting under Section 5.04 of the ATTA Bylaws:

The Record Date for determining the 20% threshold of members in good standing shall be:

the date the written requisition is received by the Association.

Only members recorded as in good standing on the Membership Register as of that date may be counted toward the requisition threshold.

5. Verification of Membership Status

The Secretary of the Association shall verify the membership status of individuals against the official Membership Register.

Only individuals listed as Members in Good Standing on the Register as of the Record Date may be counted for governance purposes.

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

6. Administrative Standardization

The Membership Register may be subject to periodic administrative updates to ensure accuracy and compliance with ATTA governance policies.

However, for any governance determination, the Membership Register as it exists on the applicable Record Date shall be used.

Subsequent updates shall not retroactively affect prior governance determinations.

7. Relationship with Other ATTA Policies

This policy operates together with the following ATTA policies:

- Membership Registry Policy (January 2026)
- Membership Information Collection and Use Policy (June 2025)
- Records Access and Communications Policy (October 2025)

8. Guiding Governance Principle

The Record Date policy ensures that:

- Membership counts are stable
- Governance processes are predictable
- Last-minute membership fluctuations do not create procedural disputes

This protects the integrity of ATTA's governance processes and ensures fairness for all members.