

**MANITOBA TABLE TENNIS ASSOCIATION
GENERAL BY-LAW NO. 1**

1. NAME:

The name of the association shall be the "MANITOBA TABLE TENNIS ASSOCIATION INC.," hereinafter referred to as the Association.

2. OBJECTS:

The objects of the Association shall be the following:

- 2.1. To promote and develop the sport of table tennis in Manitoba.
- 2.2. To regulate the sport of Table Tennis at all levels within Manitoba.
- 2.3. To organize and supervise clinics and other instructional programs for its members.
- 2.4. To promote the development of athletes, coaches and officials to the highest level of performance.
- 2.5. To uphold the laws of table tennis as currently adopted by the International Table Tennis Federation and the Canadian Table Tennis Association.

3. HEAD OFFICE:

- 3.1. The head office of the Association shall be located in or near Winnipeg.
- 3.2. The Association may establish such other offices in Manitoba as the Executive may determine.

4. MEMBERSHIP:

- 4.1 Membership shall be open to any resident in Manitoba or to any group or organization located in the province of Manitoba provided that they abide by the rules of the Association and pay the fees as set forth in paragraph 4.3.
 - 4.1.1 Individuals residing outside of Manitoba may be recognized and accepted to individual membership at the discretion of the Executive.
- 4.2 The Association shall have three categories of membership, namely:
 - 4.2.1 Active Members. This category shall include all individuals who pay the requisite fee. Active Members shall be entitled to full benefits and privileges within the Association and shall be eligible to vote at general meetings with the exception of those Members not yet reaching the age of 14.
 - 4.2.2 Associate Members. This category shall include all individuals, clubs and organizations who pay the requisite fee. Associate Members shall be entitled to benefits and privileges as determined by the Executive. They shall not be eligible to vote at general meetings.
 - 4.2.3 Honorary Life Members. The Executive may bestow Honorary Life Membership on any individual who has made a valuable and lasting contribution to the Association. Honorary Life Members shall be eligible to vote at General Meetings.

- 4.3 The Executive shall establish fees payable for all classes of membership.
- 4.4 A member may terminate his membership by notifying the Secretary in writing.
- 4.5 The Executive, by a resolution of two-thirds majority of those present at an Executive meeting, may suspend or expel any member for conduct detrimental to the Association.

5. MEMBER IN GOOD STANDING:

- 5.1 A member of the Association shall be in good standing provided that:
 - 5.1.1 He owes no outstanding membership fees and is not in default to the Association (see Financial Policy);
 - 5.1.2 He has not resigned this membership;
 - 5.1.3 He has not been suspended or expelled from membership or had other membership restrictions or sanctions imposed upon him;
 - 5.1.4 He has complied with the Bylaws, Policies, rules and regulations of the Association; and
 - 5.1.5 He is not subject to a disciplinary action of the Association, or if subject to disciplinary action, he has fulfilled all the terms and conditions of such action to the satisfaction of the Association.

6. MEETINGS OF MEMBERS:

- 6.1 The Annual General Meeting of the Association shall be held at such time and such place as determined by the Executive.
- 6.2 At every Annual General Meeting, in addition to any other business that may be transacted, there shall be:
 - 6.2.1 Presentation of a financial statement.
 - 6.2.2 The election of officers, who shall constitute the Executive of the Association.
 - 6.2.3 Appointment of Auditors.
 - 6.2.4 Ratification of actions of Executive.
- 6.3 A Special General Meeting of the Association may be called at any time by the Executive or on receipt, by the Secretary, of a written request, signed by at least twenty five percent of the active members who are eligible to vote, clearly stating the purpose of said meeting. Upon receipt of such request, the Secretary shall call a Special General Meeting in accordance with notice requirements as set forth in paragraph 6.4 and shall indicate, in the notice, the business to be transacted at the meeting.
- 6.4 Twenty one days written notice (post-marked) shall be given to each member of any Annual or Special General Meeting.
- 6.5 A quorum for any General Meeting of the Association shall be at least twenty five percent of the active membership eligible to vote.
- 6.6 At all meetings, each Member who has reached the age of 14 years as of the Annual General Meeting shall be entitled to one vote. There shall be no proxy votes.
- 6.7 Unless otherwise stated in these By-Laws, every question shall be decided by a majority of votes cast. In case of an equality of votes, the President shall be entitled to a second vote.

7. EXECUTIVE:

7.1 COMPOSITION:

The Executive shall be comprised of the Officers of the Association as set forth in paragraph 8.1 and shall consist of a minimum of three and a maximum of seven persons.

7.2 ELIGIBILITY:

In order to be eligible for election to the Executive, an individual must be a Member in good standing and must have reached eighteen years of age.

7.3 POWERS AND RESPONSIBILITIES:

Without limiting the generality of the forgoing, the Executive is expressly empowered:

- 7.3.1 To enforce the provisions of the By-Laws.
- 7.3.2 To enact and enforce the policies and regulations of the Association.
- 7.3.3 To administer and manage the affairs of the Association.
- 7.3.4 To implement resolutions passed by the members.
- 7.3.5 To solicit and secure funds, contributions and other benefits for the purpose of furthering the objects of the Association.
- 7.3.6 To make expenditures for the purpose of furthering the objects of the Association.
- 7.3.7 To appoint committees and committee chairpersons.
- 7.3.8 To hire professional staff.

7.4 MEETINGS OF EXECUTIVE:

- 7.4.1 Meetings of the Executive may be held at such time and place as determined by the President. Notice of such meetings shall be telephoned or delivered to each member of the Executive at least seventy-two hours before the meeting.
- 7.4.2 A quorum for meetings of the Executive shall be a majority of the Executive.
- 7.4.3 Unless otherwise provided in these By-Laws, every question shall be decided by a majority of votes cast. In case of an equality of votes the President shall be entitled to a second vote.

8. OFFICERS:

8.1 The Officers of the Association shall be a President, Immediate Past President (non-elected), two Vice Presidents, a Secretary, a Treasurer, an Athlete Representative and such other Officers as the Executive may determine from time to time. The Office of Secretary and Treasurer may be held by the same person.

8.2 The Officers of the Association shall hold office for one year.

8.3 The position of an Officer shall be vacated:

- 8.3.1 if such Officer submits his resignation in writing to the Secretary.
- 8.3.2 if at a Special General Meeting, a resolution is passed by two-thirds of the members present, and eligible to vote that such Officer be removed from office.
- 8.3.3 if such Officer is unable to carry out the duties of his office because of ill-health or disability.
- 8.3.4 upon death.

8.3 If a vacancy shall occur for any reason contained in paragraph 8.3, the Executive may, by resolution, fill such vacancy.

8.4 **DUTIES OF OFFICERS:**

8.5.1 The President shall be the Chief Executive Officer. He shall preside at all meetings of the Association. He shall be charged with the general management and supervision of the Association. He shall ensure that all decisions of the Executive are carried into effect. He shall call Special General Meetings as set forth in paragraph 6.3.

8.5.2 The Vice-Presidents shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. The Vice-Presidents shall perform such other duties as may be determined by the Executive. The Executive shall determine the specific powers and responsibilities assigned to each of the Vice-Presidents.

8.4.3 The Secretary shall attend meetings of the Executive and General Membership and record all votes and minutes of proceedings. He shall cause to be given notice of all meetings and shall perform such other duties as may be determined by the Executive.

8.4.4 The Treasurer shall have the custody of the funds of the Association and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall deposit all moneys and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Executive. He shall disburse the funds of the Association as so ordered by the Executive, taking proper vouchers for such disbursements, and shall render to the Executive whenever it may require same, an account of all transactions and the financial position of the Association. He shall perform such other duties as may be determined by the Executive.

8.4.5 The duties of other Officers shall be such as may be determined by the Executive.

9. FINANCES:

9.1 The financial year of the Association shall be from August 1st to July 31st.

9.2 The signing Officers with respect to finances shall be any two of the President, Vice-Presidents and Treasurer.

9.3 No member of the Executive of the Association shall be entitled to any remuneration for acting as such but each shall be entitled to reasonable out-of-pocket expenses incurred in carrying out his duties, provided that such expenses shall be approved by the Executive.

9.4 Any profits which may accrue to the Association shall be used for the further attainment of its objects. In the event of the dissolution of the Association all its assets including cash on hand or in the bank, after the payment of all outstanding accounts and other liabilities shall be assigned, transferred and paid to a recognized charitable or non-profit organization determined by the Executive prior to dissolution.

10. INDEMNIFICATION OF OFFICERS:

The Association shall indemnify and save harmless, from time to time and at all times, out of the funds of the Association, every Director or Officer of the Association who has undertaken or is about to undertake any liability on behalf of the Association, from and against:

- (a) every expense incurred by the Director or Officer in respect of any claim or proceeding against him in respect of any act or omission in the execution of his duties; and
- (b) all other expenses he incurs in relation to the affairs of the Association, unless those expenses are occasioned by his own willful neglect or default.

11. CONFLICT OF INTEREST:

Officers and Employees of the Association have a duty to carry out their responsibilities in the best interests of the Association and to avoid placing themselves in situations of real or perceived 'conflict of interest'. Specifically:

- 11.1 Officers and Employees of the Association shall not engage directly or indirectly in any personal business or financial activities which conflict with their responsibilities with the Association.
- 11.2 Employees of the Association may not hold office in the Association.

12. AMENDMENTS OF BY-LAWS:

- 12.1 The Constitution and By-Laws of the Association shall not be amended except at the Annual General Meeting or a Special General Meeting.
- 12.2 Notice of any proposed amendment shall be given to the Secretary in writing post-marked not less than fifteen days prior to the meeting.
- 12.3 An amendment to the Constitution and By-Laws shall not be valid unless approved by at least two thirds of the members present and eligible to vote at said meeting.

President _____

Secretary _____

PREVIOUS REVISIONS:

DONE, PASSED and ENACTED by the Association THIS 21st day of September, 1989.
REVISED, PASSED and ENACTED by the Association THIS 26th day of June, 1997.
REVISED, PASSED and ENACTED by the Association THIS 23rd day of June, 1998.
REVISED, PASSED and ENACTED by the Association THIS 27th day of June, 2001.
REVISED, PASSED and ENACTED by the Association THIS 9th day of July, 2003.
REVISED, PASSED and ENACTED by the Association THIS 20th day of September, 2007.