

**RULES OF**  
**WERRIBEE TABLE TENNIS ASSOCIATION**  
**INCORPORATED**

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## INTRODUCTION

### Name

1. The name of the incorporated association is "Werribee Table Tennis Association Incorporated", (in these rules called "the Association").

### Purpose

2. The purposes of the association shall be:
- 2.1. to promote and foster table tennis amongst all parts of the Werribee and district community,
  - 2.2. to provide a structured system for coaching and playing competition table tennis in the Werribee area,
  - 2.3. to encourage the playing of table tennis in accordance with the regulations and by-laws of table tennis as approved and published by Table Tennis Victoria Inc (TTV) and the International Table Tennis Federation (ITTF), and
  - 2.4. to encourage and support players to reach their full potential in table tennis.

### Interpretation

3. In these rules, unless contrary intention appears:
- 3.1. "*committee*" means the committee of management of the Association
  - 3.2. "*financial year*" means the year ending 31<sup>st</sup> December
  - 3.3. "*general meeting*" means a general meeting of members convened in accordance with Rules 38 and 42 hereof
  - 3.4. "*member*" means a member of the Association
  - 3.5. "*general body of members*" means the persons elected to the categories of membership set out in Rule 6
  - 3.6. "*officer*" means a member of the committee
  - 3.7. "*the Act*" means the Associations Incorporation Act 1981 and subsequent amendments
  - 3.8. "*the regulations*" means regulations under the Act
  - 3.9. "*secretary*" means the secretary of the Association and includes any acting secretary. When the office of secretary is vacant for any reason a reference in these rules to the secretary is a reference to the Public Officer
  - 3.10. "*treasurer*" means the treasurer of the Association and includes any acting treasurer
  - 3.11. "*resolution*" means a formal determination agreed by a majority of the people present, entitled to vote, and voting at a general meeting, committee meeting or a meeting of any sub-committee
4. Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Interpretation of Legislation Act 1984 and the Act as in force from time to time.
5. Headings of these rules shall not be taken as part thereof or in any manner affecting the interpretation of the same.

## MEMBERS

### Membership Categories

6. The general body of members of the Association shall be Life Members, Ordinary Members and Social Members. The committee may deny membership to any individual where membership of such individual would work contrary to the purposes of the Association.
- 6.1. **Ordinary Members.** Ordinary members shall be persons registered in accordance with TTV requirements and are to pay annual TTV registration fees, membership and playing fees as determined by the committee.
  - 6.2. **Social Members.** Social members shall be persons not playing competition in the Association and are to pay minimal annual subscription fees as determined by the Committee. Social members may register with TTV, and if so, may represent the Association in competition, tournaments or special events.
  - 6.3. **Life Members.** On the recommendation of the committee to an annual general meeting a member may be elected a life member in recognition of his/her services to the Association. As a general guide members should have held major positions on the committee and contributed significantly to

the running of the Association for more than 10 years as an absolute minimum before being considered as a Life Member.

Consideration should include, but not be limited to the following attributes:

- 6.3.1 Be respected by members
- 6.3.2 Adherence to the Code of Conduct
- 6.3.3 General attitude and overall demeanor
- 6.3.4 Role model who reflects a positive attitude.

A motion for the election of a life member shall be carried when two-thirds or more of the members present and entitled to vote and voting do so in favour of the motion. A life member shall be entitled to the rights and privileges and be subject to the duties of an ordinary member (subject nevertheless to the provisions of Rules 14 and 15 hereof) without further payment of annual membership fees or playing fees. Life members are required to pay TTV registration fees, if not already registered through another Association. Life members shall be entitled to vote and shall be eligible to hold office

7. Each member shall be bound by the rules and by-laws of the Association and by the rules and by-laws of TTV. Payment of his/her playing fees shall be conclusive evidence of the member's agreement to be so bound.

## Register of Members

8. The Secretary shall maintain a register of members in which shall be entered full name, address, date of birth, their membership category and date of registration of each member.

## Resignation of a Member

9. A member who has paid all moneys due and payable by him/her to the Association may resign from the Association by giving written notice to the secretary of his/her resignation, and thereupon he/she shall cease to be a member. The date of cessation of his/her membership shall be recorded in the register of members.

# FINANCES AND FEES

## Payment of Fees

10. **Social Member Subscriptions.** Annual subscription fees for Social Members shall become due and payable on the first day of competition in each year or on joining as a Social Member. Social Members are not eligible to participate in any club activities until payment of their subscription.

11. **Playing Fees.** Playing fees shall be set by the Committee and are payable by Ordinary Members. Players with financial difficulties may seek special approval from the Treasurer for staggered payments throughout the first half of the season. Even with such special approval, all fees are to be paid by the half way point in the season.

12. **Registration Fees.** Annual registration fees for ordinary members are set by TTV and are payable on the first day of the first season in which the member participates each year. Registration fees are to be paid before the start of the fourth round of that season.

13. **Special Fees.** Special fees may be set by the Committee for special events for all categories of members, from time to time as required. Failure to pay special fees prior to such special event will render a member ineligible for the special event.

14. **Unfinancial Players.** Failure to pay playing or registration fees by the prescribed date will render a player unfinancial with the following penalties:

- 14.1. Individual match wins are not to be included towards Leading Player figures for the unfinancial player during the unfinancial period.
- 14.2. Teams with unfinancial players will not be eligible to compete in finals if they cannot field enough financial eligible players to win a final. If a team is ineligible to play in the finals under this rule the next eligible team on the ladder will move into the final series as replacements.
- 14.3. Unfinancial players are not eligible to participate in special events (including Association championships).
- 14.4. The committee may choose to expel the unfinancial member from the current competition.
- 14.5. The committee may choose to have all matches played by unfinancial members recorded as forfeits to the opposition.

15. Players with outstanding fees from previous seasons are not eligible to participate in any club competition or activity until outstanding amounts are paid in full.

## Accounts

16. The committee shall cause proper and correct accounts and books to be kept showing the financial affairs of the Association and the particulars shown in books of account of a like nature. The accounts shall show the moneys received and spent by the Association and the matters in respect of which such receipt and expenditure takes place, and of the assets and liabilities of the Association.

17. Subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed by the committee, the books shall be open to inspection by members.

## Banking Account

18. The committee shall cause to be opened a banking account in the name of the Association with a bank in the Werribee area. All cheques, drafts, bills of exchange, promissory notes and negotiable instruments shall be signed by any two officers and cheques or negotiable instruments endorsed by any one of them.

## Authority to Spend

19. The President and Treasurer shall each be empowered to incur expenditure not exceeding two hundred dollars (\$200.00), or such other amount as the committee may from time to time authorise, on behalf of the Association without the prior approval of the committee. No other person may incur any expenditure on behalf of the Association without the specific prior approval of the committee.

## Power to Borrow Money

20. The committee of the Association may issue debenture stock bonds or obligations of the Association at the time in any form or manner and for any amount including a power to restrict the transfer assignment or charge thereof or of any of them and for any amount and may raise or borrow for the purposes of the Association any sum or sums of money either upon mortgage or charge of any of the property of the Association or on bonds or debentures charging all or any of such property or without any security or otherwise as it thinks fit.

21. Provided nevertheless that no mortgagee or other person advancing money to the Association shall be concerned to see that any money advanced by him/her is wanted for any purpose of the Association or that no more than is wanted is raised or borrowed.

22. The committee of the Association shall not without the sanction of a general meeting of the Association, demise, underlet, exchange sell or otherwise dispose of the whole or any part of the real property of the Association.

## TRIBUNALS AND GRIEVANCES

### Reports and Tribunals

23. **Reports.** Members may be reported by any member of the association for conduct prejudicial to the interests of the Association and brought before a tribunal. All reports are to be written and submitted to the Committee within 48 hours of the alleged breach in accordance with the Association's by-laws.

24. **Tribunals.** Tribunals are to be constituted and conducted in accordance with the Association's by-laws.

25. **Representation.** Members may not have legal representation at tribunals. Parents or guardians should be present during a tribunal hearing or mediation of a minor. If a minor is represented they must accompany the representative at the tribunal.

26. **Disciplinary Powers.** A tribunal has the power to impose:

- 26.1. warnings,
- 26.2. suspended sentences,
- 26.3. suspensions from competition for a specified period
- 26.4. fines, not to exceed the current or most recent season's playing fees
- 26.5. expulsion from the Association for a specified period, or
- 26.6. other reasonable penalty as it sees fit.

27. **Appeals.** Members wishing to appeal a tribunal decision may do so using the grievance procedures detailed below.

### Grievance Procedure – Disputes and Mediation

28. The grievance procedure set out in this rule applies to disputes under these rules between:

- 28.1. a member and another member; or
- 28.2. a member and the Association.

29. Within fourteen days of the dispute the committee/or appointee, hold a meeting in the presence of a mediator.
30. The mediator must be:
  - 30.1. a person chosen by agreement between the parties; or
  - 30.2. in absence of agreement:
    - 30.2.1. in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
    - 30.2.2. in the case of a dispute between a member and the Association, a person who is independent of both parties.
31. A member of the Association can be a mediator.
32. The mediator cannot be a member who is a party to the dispute.
33. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
34. The mediator, in conducting the mediation, must:
  - 34.1. give the parties to the mediation process every opportunity to be heard,
  - 34.2. allow due consideration by all parties of any written statement submitted by any party, and
  - 34.3. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
35. The mediator must not determine the dispute.
36. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute via the tribunal process as outlined in Rules 23-26 if this has not already been attempted.

## **GENERAL MEETINGS**

### **Annual General Meeting**

37. The annual general meeting of the Association shall be held at a time and place decided by the committee, but not more than five months following the close of the Association's financial year.
38. At least twenty one days before the meeting a notice specifying the place, day, hour and business of the meeting shall be placed on the notice board in a position conspicuous to members.
39. The ordinary business of the annual general meeting shall be:
  - 39.1. confirmation of the minutes of the last preceding general meeting and of any general meeting held since that meeting,
  - 39.2. presentation and consideration of annual reports of activities for the preceding year,
  - 39.3. presentation and consideration of the statement of accounts and balance sheet to be submitted by the Association in accordance with Section 30(3) of the Act, and
  - 39.4. election of officers.
40. The annual general meeting may also transact business which has been specified on the notice paper, business of which written notice has been given to the secretary at least seven days before the advertised date of the meeting and any business which two-thirds of the members present eligible to vote and voting agree should be dealt with.

### **Special General Meeting**

41. All general meetings other than the annual general meeting shall be special general meetings.
42. The committee may at any time, and shall on the written and signed requisition of not less than fifteen members specifying the subject to be discussed, convene a general meeting of the Association. At least twenty one days before the meeting, a notice, specifying the place, day and hour of the meeting and the general nature of the business to be discussed, shall be placed on the notice board in a position conspicuous to members.
43. If the committee does not cause a special general meeting to be called within one month after the date on which the requisition was served on the secretary, any of the members making the requisition may convene a special general meeting to be held not later than two months after that date. Such meeting shall be convened in the same manner as are the meetings convened by the committee. The committee may refund reasonable expenses incurred by the members who convene the meeting.
44. At a special general meeting discussion shall be confined to the business of which notice has been given.

## Proceedings at General Meetings

45. The president, or in his/her absence or unwillingness to act, the vice-president shall preside as chairperson at each general meeting of the Association. If the president and the vice-president are both absent from a general meeting or are unwilling to act, the members present shall elect one of their number to preside as chairperson of the meeting.

46. No business shall be transacted at a general meeting unless a quorum of members is present at the time when the meeting proceeds to business and, except as otherwise provided in these rules, 25% of members entitled to vote and personally present shall be a quorum.

47. If, within half an hour after the time appointed for a meeting, a quorum of members is not present, the meeting, if convened on a requisition of members, shall be dissolved. In any other case it shall be adjourned to such day, time and place as the committee may, within the period of ten days next following, decide. If at the adjourned meeting a quorum of members is not present within half an hour of the time appointed for the meeting, the members present shall form a quorum.

48. The chairperson may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place. Where a meeting is adjourned for twenty eight days or more, a like notice of the adjourned meeting shall be given as in the case of the original meeting.

49. At any general meeting, only life members, ordinary members and social members shall be entitled to vote, and all questions shall be decided by a show of hands. Upon any question arising at a general meeting each member, including the chairperson, has only one vote which shall be given personally, and in the case of an equality of voting on a question, the question shall be decided in the negative. No member who is unfinancial may vote or speak at a general meeting.

50. A declaration by the chairperson that a resolution has, on a show of hands, been carried or carried by a particular proportion or lost and an entry in the minutes of the meeting to that effect, is evidence of the fact without proof of the number or proportion of votes cast for or against that resolution.

51. On any question at a meeting, immediately before or immediately after a show of hands is taken, ten members may demand a poll. Such a poll shall be taken forthwith in such manner as the chairperson may direct and the result of the poll shall be deemed to be a resolution of the meeting.

## MANAGEMENT AND THE COMMITTEE

### Public Officer

52. Should the position of public officer become vacant for any reason the committee shall, within fourteen days after its occurrence, appoint a person to fill the vacancy.

### Election of Committee

53. Each nomination for election to the committee shall be in writing on a Werribee Table Tennis Association nomination form and must be proposed and seconded by two financial members eligible to vote. The nomination form must be in the hands of the Association Secretary, or nominated Executive Officer, at least five full days before the Annual General Meeting. The Secretary, or nominated Executive Officer, will place notification of the receipt of each nomination on the Association's main notice board at the normal place of competition.

54. During the annual general meeting the chairperson shall deal with the election of officers as follows, viz., if the number of nominations for any office is less than the number of vacancies in that office or is equal to the number of vacancies in that office, he/she shall declare the nominees duly elected. If the number of nominations for any office is greater than the number of vacancies in that office the chairperson shall hold an election, by show of hands. In the case of a tie between two or more candidates the chairperson shall select by lot the successful candidate or candidates and declare him/her or them to have been duly elected. If offices remain vacant after this process, nominations for such vacant office may be sought and voted on from those present at the general meeting.

55. Any vacancy in an office at the conclusion of the elections shall be declared by the chairperson to be a casual vacancy. The committee shall fill such a casual vacancy at the earliest opportunity.

### Management of the Association

56. The officers of the Association shall consist of five executive officers and normally five non-executive officers.

57. **Executive Officers.** The executive officers of the Association shall consist of:

57.1. a president,

- 57.2. a vice-president,
- 57.3. a treasurer, and
- 57.4. a secretary.

58. **Non-Executive Officers.** The number of non-executive officers would normally be six. This may be varied by resolution of the committee if the need and opportunity arise.

59. Each officer shall be elected at the annual general meeting of the Association and shall hold office subject to these rules from the close of the meeting at which he/she was elected until the close of the next ensuing annual general meeting.

## Casual Vacancies

60. A casual vacancy in an office shall be created if the chairperson of the annual general meeting declares such a vacancy to exist under Rule 54.

61. An officer shall vacate his/her office and a casual vacancy be created in his/her office if:

- 61.1. he/she ceases for any reason to be a member, or
- 61.2. he/she resigns his/her office by notice in writing given to the secretary, or
- 61.3. he/she becomes an insolvent under administration within the meaning of the Companies (Victoria) Code.

62. An officer may be removed from office and a casual vacancy in his/her office be created if:

- 62.1. he/she fails to attend three consecutive regular meetings of the committee without having sought from the committee, and been granted, leave of absence,
- 62.2. he/she repeatedly fails to carry out the duties of their office, as detailed in the Duties of Officers in these rules, within a reasonable time period, or
- 62.3. his/her office be declared vacant by resolution of the Association in general meeting.

63. In the event of there being a casual vacancy in any office the committee shall have the power to appoint any member of the Association to fill the vacancy provided that such member is eligible to hold office according to these rules. The committee shall endeavor to fill a casual vacancy within two months of its occurrence.

64. A member appointed to fill a casual vacancy in an office shall hold that office until his/her successor shall have been duly elected or appointed under these rules.

65. No member shall hold more than two offices simultaneously.

## Powers of the Committee

66. The committee may:

- 66.1. make change and rescind any By-Law which may be needed or expedient from time to time for the proper control and management of the Association, but such By-Law shall not be inconsistent with the rules;
- 66.2. invest any moneys or funds of the Association available for investment in approved trustee securities or on deposit with any bank;
- 66.3. acquire, hold, dispose of or otherwise deal with any real or personal property of the Association;
- 66.4. appoint any sub-committee which it deems to be necessary for, and conducive to, the better functioning of the Association; and
- 66.5. exercise all powers and do all things which may be necessary for achieving the purposes of, or are conducive to the welfare of the Association, subject to the rules and to any direction given by a general meeting of the Association.

## Proceedings of the Committee

67. The president, or in his/her absence or unwillingness to act, the vice-president., shall preside as chairperson of each meeting of the committee. If neither of them is present at a meeting or both are unwilling to act, the officers present shall elect one of their number to preside as chairperson of the meeting.

68. Any three officers, including at least two Executive Officers, personally present at a meeting shall constitute a quorum.

69. The committee shall meet at such times and places as it shall determine, but not less than once in each playing season. It shall meet at such times and places as the secretary shall call at the direction of the president,

70. A special meeting of the committee shall be called by the secretary within seven days of receiving a direction to do so from the president, or a written request signed by any three officers. In default of the secretary not doing so, the meeting may be called by the president or by the officers who made the request.

71. Notice of a special meeting of the committee shall be served on each officer as set out in Rule 85 at least two business days before the meeting. The notice shall specify the general nature of the business to be transacted and no other business shall be dealt with at the meeting.
72. No business shall be transacted at any meeting unless a quorum is present. If within half an hour of the time appointed for the meeting a quorum is not present the meeting shall be adjourned to a time and place to be determined by the president, except that, in the case of a special meeting, the meeting shall lapse.
73. All questions arising at any meeting of the committee, or of any sub-committee appointed by the committee, shall be decided by a show of hands. On any question arising at a meeting each officer, including the chairperson, has one vote which shall be given personally. In an equality of voting on a question the matter shall be decided in the negative.
74. On any question at a meeting of the committee an officer may request a poll. Such a poll shall be taken in such manner as the chairperson may direct and the result shall be a resolution of the meeting.
75. Subject to Rule 72 the committee may act notwithstanding any vacancy on the committee.

## Sub-Committees

76. The committee may appoint any sub-committee to perform any task which falls within the purposes of the Association. The committee may delegate such power as it thinks fit to the sub-committee except the power to delegate. A sub-committee may include members who are not officers but shall have at least one officer among its members apart from officers who are members ex-officio.

## Duties of Officers

77. **President.** The president shall:
- 77.1. act as chairperson of all general meetings and all committee meetings at which he/she is present and willing to act,
  - 77.2. direct the secretary to call meetings of the Association and the committee as specified in these rules,
  - 77.3. write and present an annual President's Report at the annual general meeting, and
  - 77.4. ex-officio, be a member of all sub-committees formed by the committee.
78. **Vice President.** The vice-president shall:
- 78.1. take the chair in the event of the president's absence or unwillingness to act as chairperson at any meeting of the Association or the committee save that the vice-president also may decline to so act, and
  - 78.2. do all other things that the committee may from time to time direct.
79. **Treasurer.** The treasurer shall:
- 79.1. collect or cause to be collected fees and other moneys due to the Association and give proper receipts,
  - 79.2. keep a true record of all moneys received or spent by the Association and retain such vouchers, receipts and other documents as are necessary to show the manner in which such receipts and expenditure took place,
  - 79.3. present a statement of receipts and expenditure and of credits and liabilities at each general and each committee meeting,
  - 79.4. at least twenty one days before the annual general meeting prepare a statement for the previous financial year as required by section 30(3) of the Act,
  - 79.5. make all books, financial records and reports available to an Auditor as required by him/her, and
  - 79.6. do all other things that the committee may from time to time direct.
  - 79.7. The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and other sources as the committee determines.
80. **Secretary.** The secretary shall:
- 80.1. call meetings of the Association as directed by the president and as specified in these rules,
  - 80.2. prepare and distribute agenda for each committee meeting,
  - 80.3. take the minutes at all general meetings of the Association and all committee meetings and keep up to date a set of books containing the minutes of all such meetings,
  - 80.4. attend to all correspondence,
  - 80.5. retain, for not less than seven years, all original correspondence received and copies of all outward correspondence,



- 80.6. keep up to date the register of members,
  - 80.7. keep a record of all moneys received by him/her and pay such moneys to the treasurer,
  - 80.8. do all other things that the committee may from time to time direct, and
  - 80.9. ex-officio, be a member of all sub-committees formed by the committee.
81. **Match Recorder.** The Match Recorder shall:
- 81.1. receive and keep all match records and player's performances,
  - 81.2. maintain and publish competition ladders and leading player records,
  - 81.3. attend all Grading Committee meetings,
  - 81.4. confirm player and team eligibility for finals,
  - 81.5. apply all Match Regulations, and
  - 81.6. do all other things that the committee may from time to time direct.

## Seal

82. The common seal of the Association shall be kept in the custody of the Secretary.
83. The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures of either the president or the secretary and any one of the other officers or the Public Officer of the Association.

## Custody of Records

### 84. Custody and Inspection of Books and Records

- 84.1. Except as otherwise provided in these rules, the Secretary shall keep in his/her custody or under his/her control all books, documents and securities of the Association.
- 84.2. All accounts, books, securities, and any other relevant documents of the Association must be made available for inspection free of charge by any member upon request.
- 84.3. A member may make a copy of any accounts, books, securities, and any other relevant documents of the Association.

## MISCELLANEOUS

### Service of Notices

85. A notice may be given by the Association to any member, either personally or by sending it by post to him/her at his/her address in the register of members. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice, and shall be deemed to have occurred at the time when the letter would be delivered in the ordinary course of post.
86. Non-receipt of the notice of a meeting by any member shall not invalidate the proceedings of that meeting.

### Alteration of Rules

87. Any alteration of or addition to the statement of purposes or the rules of the Association, as detailed in this constitution, shall be made only with the concurrence of at least three-fourths of the members personally present eligible to vote and voting at a general meeting after twenty one days notice of the proposed alteration or addition has been given in accordance with Rule 38 or Rule 42.

### Control of Table Tennis

88. Notwithstanding anything contained elsewhere in these rules, and whilst the Association is affiliated with the TTV, the Association and its members acknowledge TTV to be the paramount governing authority in matters pertaining to table tennis in Victoria. The Association recognises that it is bound by the Purposes and Rules of TTV and undertakes to comply with all decisions of TTV in relation to table tennis and will not take any action contrary to the interests of TTV.

### Adults in Charge of Juniors

89. All adult officers, coaches or other club representatives directly involved in supervising junior programs must hold a current Working With Children Check.

### Winding Up

90. The Association may be wound up or dissolved at any time, provided that the winding up or dissolution is agreed to at an annual general meeting or at a special general meeting by three-fourths of the members personally

present and eligible to vote. Provided that before winding up or dissolution can be considered at such a meeting at least twenty one days notice of the meeting and the purpose for which it is being called is given to all members as specified in Rules 38 or 42. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all debts and liabilities of the Association, any property whatsoever, such property shall not be paid to or distributed among members of the Association, but shall be given or transferred to some other association or institution having purposes similar to the Association (and which prohibits the distribution of its income and property among its members) such Association, institution or body to be determined by the members of the Association at or before the time of dissolution and in default thereof by the Magistrates Court of Victoria or a magistrate thereof and if and so far as effect cannot be given to the aforesaid provision then to some charitable object to be determined as aforesaid.

Reviewed and Updated, May 2014