

Oceania Table Tennis Federation

CONSTITUTION

ADOPTED MAY 1994

[1] NAME

The Federation shall be called the **OCEANIA TABLE TENNIS FEDERATION** and hereafter referred to by its abbreviation title "**OTTF**".

[2] GEOGRAPHICAL DESCRIPTION

In general terms, the geographical area of Oceania extends from The Commonwealth of the Northern Mariana Islands in the north, to French Polynesia in the east, to New Zealand in the south and to Australia in the west.

[3] INTERPRETATION

In this Constitution, except in so far as the context or subject matter otherwise indicates or requires –

"Executive Director"	means -	the person holding office under this constitution as Executive Director of the OTTF;
"BGM"	means -	Biennial General Meeting of the OTTF
"ordinary member"	means -	a member of the Management Committee not being an office bearer of the OTTF, or ITTF Board Member as referred to in clause 17.2.2.

[4] OBJECTS

The objects of the OTTF shall be:

- 4.1:** to uphold the principles of the ITTF in as much as general unity of action, mutual respect of Associations in their dealings with one another and the inadmissibility of discrimination against Associations or individuals on racial, political, religious or other grounds;
- 4.2:** to observe the general and fundamental principles of the Olympic Charter;
- 4.3:** to encourage Oceania countries to have direct affiliation with the ITTF;
- 4.4:** to promote and encourage table tennis within Oceania and to regulate relations between associations and other organisations;
- 4.5:** to promote and supervise the Oceania Teams and Individual Championships, ITTF world title events when held in Oceania and qualifying tournaments for representation in ITTF world title events and Olympic Games.

[5] MEMBERSHIP

The OTTF shall consist of the affiliated table tennis organisations in any territory within the general geographical description of Oceania.

[6] APPLICATION FOR MEMBERSHIP

Application for membership of the OTTF -

- 6.1:** Shall be in writing with the appropriate membership fee and lodged with the Executive Director.
- 6.2:** Within one (1) month after receiving an application for membership, the Executive Director shall refer the application to the Management Committee which shall determine whether to approve or to reject the application.

[7] CESSATION OF MEMBERSHIP

An Association ceases to be a member of the OTTF if -

- 7.1:** it is dissolved;
- 7.2:** it resigns that membership;
- 7.3:** it is expelled from the OTTF.

[8] MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

A right, privilege or obligation which an Association has by reason of being a member of the OTTF

- 8.1:** is not capable of being transferred or transmitted to another Association;
- 8.2:** terminates upon cessation of the Association's membership.

[9] RESIGNATION OF MEMBERSHIP

- 9.1:** A member who has paid all amounts payable by the member to the OTTF in respect of the member's membership may resign from membership of the Federation by first giving notice (being not less than 1 month or not less than such other period as the committee may determine) in writing to the Executive Director, of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- 9.2:** Where a member of the OTTF ceases to be a member pursuant to clause (4) (7), and in every other case where a member ceases to hold membership, the Executive Director shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member

[10] REGISTER OF MEMBERS

- 10.1:** The Executive Director shall establish and maintain a register of members of the OTTF specifying the name and address of each Association which is a member of the OTTF together with the date on which the Association became a member.
- 10.2:** The register of members shall be kept at the principal place of administration of the OTTF

[11] FEES, SUBSCRIPTIONS, ETC

- 11.1:** Annual membership fee shall be determined at the BGM.
- 11.2:** Membership fee is due as at the 1st January of each calendar year and must be paid by the 1st July of that same year.

[12] MEMBERS' LIABILITIES

The liability of a member of the OTTF to contribute towards the payment of the debts and liabilities of the OTTF or the cost, charges and expenses of the winding up of the OTTF is limited to the amount, if any, unpaid by the member in respect of membership of the OTTF as required by clause 11.

[13] RESOLUTION OF INTERNAL DISPUTES

Disputes between members (in their capacity as members) of the OTTF, and disputes between members and the OTTF, shall be referred to the Management Committee for mediation

[14] DISCIPLINING OF MEMBERS

- 14.1:** Where the committee is of the opinion that a member of the OTTF -
 - 14.1.1:** Has persistently refused or neglected to comply with a provision or provisions of this Constitution; or
 - 14.1.2:** Has persistently and wilfully acted in a manner prejudicial to the interests of the OTTF, the Management Committee may, by resolution, incur such penalties that they may deem fit.
- 14.2:** A resolution of the Management Committee under clause 14.1 is of no effect unless the Executive Director confirms the resolution in accordance with this rule, not earlier than 14 days and not later than 28 days following service of a notice under clause 14.3
- 14.3:** Where the Management Committee passes a resolution under clause 14.1, the Executive Director shall, as soon as practicable, cause a notice in writing to be served on the member –
 - 14.3.1:** setting out the resolution of the Management Committee and the grounds on which it is based;

- 14.3.2:** stating that the member may submit to the Management Committee written representations relating to the resolution not earlier than 14 days and not later than 28 days after service of the notice;
- 14.4:** At the earliest opportunity the Management Committee shall -
- 14.4.1:** give to the member an opportunity to make oral representations;
- 14.4.2:** give due consideration to any written representations submitted to the Management Committee by the member; and
- 14.4.3:** by resolution determine whether to confirm or to revoke the resolution.
- 14.5:** Where the Management Committee confirms a resolution under clause 14.4, the Executive Director shall, within 7 days after that confirmation, by notice in writing, inform the member of the fact and of the member's right of appeal under clause 15
- 14.6:** A resolution confirmed by the Management Committee under clause 14.4 does not take effect -
- 14.6.1:** until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period;
- 14.6.2:** where within that period the member exercises the right of appeal, unless and until the OTTF confirms the resolution pursuant to clause 14.4.

[15] RIGHT OF APPEAL OF DISCIPLINED MEMBER

- 15.1:** A member may appeal to the OTTF at a BGM against a resolution of the Management Committee which is confirmed under clause 14.4, within 14 days after notice of the resolution is served on the member by lodging with the Executive Director a notice to that effect.
- 15.2:** Upon receipt of a notice from a member under clause 15.1, the Executive Director shall notify the Management Committee of receipt and grounds of the appeal and advise that the matter will be listed for review at the next BGM
- 15.3:** At the next BGM of the OTTF -
- 15.3.1:** the Management Committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
- 15.3.2:** the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 15.4:** If the BGM of the OTTF passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed and no further appeals will be considered.

[16] MANAGEMENT

The governing body of the OTTF shall be the BGM consisting of the assembled representatives of member Associations. Between BGM's the work of the OTTF shall be conducted, in accordance with policy determined by the BGM, by a Management Committee to which the BGM may delegate any or all of its powers.

[17] MANAGEMENT COMMITTEE

- 17.1.1:** shall control and manage the affairs of the OTTF;
- 17.1.2:** may exercise all such functions as may be exercised by the OTTF other than those functions that are required by this Constitution to be exercised by a BGM of members of the Federation and
- 17.1.3:** has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Federation.
- 17.2:** The Management Committee shall consist of:
- 17.2.1:** The President OTTF/ITTF Vice-President (who shall be the same person)

- 17.2.2:** Three (3) ordinary members each of whom shall be from a different Association,
- 17.2.3:** No more than two members from the same Association may be elected to the Management Committee.
(The Executive Director and the Finance Director are not elected, but appointed. Where there are ITTF Board Members elect and ITTF Board Members, it is only the ITTF Board Members elect who shall be counted for the purpose of this clause)
- 17.2.4:** The ITTF Board Members and ITTF Board Members elect.
(NB In accordance with the ITTF Constitution, ITTF Board members must each be from a different Association).
- 17.3:** The Management Committee shall meet as requested by the President before and after a BGM, but shall otherwise conduct its business by correspondence
- 17.4:** The Management Committee may from time to time form Sub-Committees to carry out specific duties.
- 17.5:** Each member of the Management Committee shall have one vote only. Any result shall be decided by a simple majority of the votes cast. If there is an equality of votes, the Chairperson shall have a casting vote.
- 17.6:** The Executive Director and Director Finance shall attend meetings of the Management Committee but shall not be entitled to vote.

[18] ELIGIBILITY FOR OFFICE

Nominations for members of the Management Committee may be made only with the written consent of the Association of which the nominee is a member.

A member of an Association whose subscription is in arrears shall not be eligible for election or co-option.

All members of the Management Committee shall be elected at a BGM held in the year of the Olympic Games and shall serve for a four (4) year term, but shall be eligible for re-election.

[19] ELECTION OF MEMBERS

19.1: Elections shall be held, in the following order, for the following and shall take place at a BGM, or if a BGM is not held, by postal vote (or electronic means).

19.1.1: The President OTTF/ITTF Vice-President

19.1.2: ITTF Board Members, a number as determined by ITTF.

19.1.3: Three (3) ordinary members as defined in clause 17.2.2.

19.1.4: Deputy President who shall be elected from the newly elected Management Committee

19.2: Although election of ITTF Board Members (and ITTF Vice-President) shall be done at the OTTF-BGM, those elected shall not take up their ITTF office until the conclusion of the next ITTF AGM.

19.3: Nominations of candidates for election as members of the Management Committee.

19.3.1: shall be made in writing by any Association;

19.3.2: shall be delivered to the Executive Director in accordance with the clauses pertaining to the BGM.

19.3.3 and shall not exceed the number of available positions.

19.4: If insufficient nominations are received to fill all vacancies on the Management Committee, the candidates nominated shall be deemed to be elected and no further nominations shall be received at the BGM.

19.5: If insufficient further nominations are received, any unfilled positions remaining on the Management Committee shall be deemed to be vacant.

19.6: If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

19.7: If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.

- 19.8:** The ballot for the election of members of the Management Committee shall be conducted at the BGM in such usual and proper manner as the Chairperson or the delegates may direct.
- 19.9:** A vacancy in the membership of the Management Committee shall be filled by the Management Committee. Any member appointed to a vacancy shall hold office, subject to this constitution, until the conclusion of the BGM next following the date of appointment.

[20] OTTF STAFF

The Management Committee may appoint staff members as and when required. They have the power to fix the term of office and determine the duties of any such role

[21] FINANCIAL

- 21.1:** The financial year of the OTTF shall end on 31st December.
- 21.2:** The bank account of the OTTF shall be held at a bank authorised by the Management Committee.
- 21.3:** Signatories to authorise cheques drawn on the bank account will be decided by the Management Committee.

[22] AUDITOR

A qualified accounting auditor shall be appointed by the BGM to audit the accounts annually or as may be required.

[23] PERSONAL HONORARY MEMBERSHIP - (LIFE MEMBER)

Officials who have given outstanding services to the OTTF may be appointed Personal Honorary Members for their life-time by the BGM on a recommendation by the Management Committee. Personal Honorary Members shall be entitled to attend Oceania Championships with free hospitality and to attend a General Meeting with the right to speak but not to vote.

(N.B: Free hospitality includes - accommodation, meals, local transport to and from airport and stadium)

[24] GENERAL MEETING

- 24.1:** A general meeting shall normally be held once every two (2) years and shall be known as the "Biennial General Meeting", referred elsewhere in this Constitution as the "BGM".
- 24.2:** A BGM shall be held at the place and during the period of the Oceania championships or, if the championships are not held at the due time, at such other place & date as the Management Committee may determine.
- 24.3:** Details in writing of business, propositions to be brought forward at a BGM, must reach the Executive Director not later than 60 days before the date of the meeting.
- 24.4:** A Special General Meeting shall be convened at the request of the Management Committee or within 60 days of the receipt of written requisition by four ((4) member Associations. Such requisition shall set forth the purpose of such meeting. In the event of the Management Committee not convening such meeting, the requisitioners shall be entitled to convene the meeting themselves
- 24.5:** Notice of a General Meeting, giving details of the place, date and time and the business to be transacted, shall be sent by post to each member Association. The notices shall be sent not later than four weeks before the date of the meeting.
- Each Association in membership shall be entitled to two (2) representatives

[25] PROXIES

- 25.1:** If a member wishes to appoint a proxy to represent it at a General Meeting, notice of the appointment must reach the Executive Director not later than forty eight (48) hours before the date of the meeting.
- 25.2:** No Association shall hold more than one (1) proxy on behalf of other Associations.

[26] BUSINESS AT BGM

Proceedings at a BGM may include -

- 26.1:** the appointment of a Chairperson should the President be absent or does not wish to be the Chairperson
- 26.2:** a roll-call of member Associations present
- 26.3:** the confirmation of the minutes of the previous BGM
- 26.4:** to receive and consider a report from the President
- 26.5:** to receive and consider the audited financial statements and balance sheet
- 26.6:** to determine the amount of fees
- 26.7:** the election of Personal Honorary Members, if any
- 26.8:** the consideration of propositions and other relevant business
- 26.9:** to allocate the next Oceania Championships and to agree on options to hold the championships in the next six years
- 26.10:** to consider any other business accepted by the Chairperson.
- Proceedings at a BGM may include:
- 26.11:** the election of all members of the Management Committee

[27] VOTING AT GENERAL MEETING

Each member Association, not being in arrears of subscription fees, shall have one vote only. The result shall be decided by a simple majority of the votes cast. If there is an equality of votes the Chairperson shall have a casting vote.

All elections for the Management Committee shall be conducted by secret ballot by financial member Associations only.

[28] CHANGES TO CONSTITUTION

Amendments to the Constitution can be made only at a BGM, or a Special General Meeting called for that purpose.

Amendments to other regulations may be made by the Management Committee and reported to the next BGM.

Details of all rule change proposals shall be published in the Agenda of the meeting at which they are to be considered.

Unless specially decided, all changes shall take effect immediately following the meeting at which they were decided.

[29] DOPING POLICY

Where doping tests are carried out during an Oceania Championship, athletes who return a positive test shall be subject to the disciplinary procedures of the ITTF/IOC or other procedures as decided by the Management Committee.

[30] DISSOLUTION

The OTTF shall not be dissolved except at a Special General Meeting convened for the purpose and by a resolution supported by a majority of four-fifths of the votes cast.

The balance of funds in hand at the time of dissolution shall be divided equally among the member Associations not at that time in arrears.

E N D