

**CONSTITUTION AND BY-LAWS OF  
THE  
BELIZE TABLE TENNIS ASSOCIATION**

**1. NAME**

The name of the association shall be the **BELIZE TABLE TENNIS ASSOCIATION**.

**2. DEFINITIONS**

“**ASSOCIATION**” shall mean the Belize Table Tennis Association.

“**MEMBER**” shall mean and include any person or individual, Club or member of a Club, a District Association, League or other body.

“**TABLE TENNIS**” shall mean the game played under the auspices of the **International Table Tennis Federation ( ITTF )**

“**SECRETARY**” shall mean the Secretary of the Association for the time being

“**DIRECTOR**” shall mean a member of the Board of Directors.

**3. OBJECTS**

The objects for which the Association is established are :

- (a) To encourage, promote and control the game of table tennis in Belize including National Championships and all other National games and tournaments.
- (b) To promote and control tours by National Table Tennis Teams to other countries and visits to Belize by table tennis teams of other countries.
- (c) To affiliate with the International Table Tennis Federation and the Continental Table Tennis Federation as recognised by the ITTF
- (d) To affiliate with the National Olympic Committee of Belize.

**4. MEMBERS**

- (a) The Association shall initially consist of twelve (12) individual Members, but the Directors may admit such further members including individuals, Clubs and District Associations to the Association from time to time.

- (b) All Members will be responsible for an annual fee of such amount as may be determined by the Association from time to time, payable to the Association.
- (c) The Association is empowered to refuse Membership or discontinue Membership of any individual, Club, District Association, League, Region or other body, which is considered not to be working in accordance with the objects of the Association, upon a majority vote of Members entitled to vote.
- (d) Any Member may, with the approval of the Association, be recognized by the Association without the right of representation.
- (e) Every Member must actively participate in the activities of the Association including not less than 50% of its games and meets.

## **5. POWERS OF THE ASSOCIATION**

The powers of the Association shall be:

- (a) To acquire and deal with real and personal property of all description , to borrow , raise money and secure its obligations , to advance and lend money , and to invest moneys all for the promotion and development of table tennis in Belize.
- (b) To arrange, control, regulate and if necessary finance visits of international teams to Belize as well as visits of Belize teams abroad, either solely or in conjunction with the governing bodies of the places visited.
- (c) To maintain uniformity of the playing rules of table tennis as prescribed by the ITTF with such alterations, amendments or additions as are deemed necessary to suit local conditions, and to interpret such rules and give decisions on all disputed questions as may be submitted by Members, through such Sub-Committees or other body as may be appointed from time to time.
- (d) To represent Belize table tennis in all negotiations at a national or international level.
- (e) To purchase, take or lease in exchange, hire or otherwise acquire any real or personal estate which may be deemed necessary or convenient for the purposes of the Association's objectives.

- (f) To sell, manage, let, exchange, mortgage, dispose of, or otherwise deal with all or any part of the property of the Association for such consideration as the Association may think fit.
- (g) To hire and employ all classes of persons whose services may be deemed necessary for the purpose of the Association, and to pay them in return for services rendered to the Association salaries, wages and gratuities.
- (h) To foster a common understanding among members.
- (i) In furtherance of the objects of the Association to form and maintain a library of table tennis literature.
- (j) To do all such lawful things as are incidental or conducive to the attainment of the above objects or any or them.

## **6. DIRECTORS**

- (a) There will be a Board of Directors of the Association comprising Directors appointed under Rule 7.
- (b) The affairs of the Association will be managed and controlled exclusively by the Board which, in addition to any powers and authorities conferred by these Rules, may exercise all other powers and do all other things which are within the objects of the Association.
- (c) The Board will constitute the Committee of the Association and the Members will not be entitled to attend or be represented at meetings except through their elected Directors.

## **7. OFFICE BEARERS**

- (a) The Board will comprise the following members:
  - (i) President,
  - (ii) Vice President,
  - (iii) Secretary,
  - (iv) Treasurer, and
  - (v) Three other Directors.

- (b) Each Director will be elected at an Annual General Meeting of the Association and will hold office for a term of two (2) years until the commencement of the Second Annual General Meeting following the meeting at which they were appointed.
- (c) At the Second Annual General Meeting of the Association all the Directors shall retire from office, and at the Annual General Meeting in every subsequent second year, one-third of the Directors for the time being, or if their number is not three or a multiple of three, then the number nearest one-third, shall retire from office.
- (d) The Directors to retire in every two years shall be those who have been longest in office since their last election, but as between persons who became Directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- (e) A retiring Director shall be eligible for re-election.
- (f) The Association at the meeting at which a Director retires in manner aforesaid may fill the vacated office by electing a person thereto, and in default the retiring Director shall if offering himself for re-election be deemed to have been re-elected.
- (g) No person other than a Director retiring at the meeting shall unless recommended by the Directors be eligible for election to the office of Director at any general meeting unless not less than three (3) nor more than twenty-one (21) days before the date appointed for the meeting there shall have been left at the registered office of the Association notice in writing, signed by a Member duly qualified to attend and vote at the meeting for which such notice is given, of his intention to propose such person for election, and also notice in writing signed by that person of this willingness to be elected.
- (h) The office of a Director will become vacant if:
  - (i) He/she is disqualified by any legal requirements.
  - (ii) He/she dies or is permanently incapacitated by ill health (whether mental or physical);
  - (iii) He /she resigns by notice posted or delivered to the Secretary and accepted at a meeting of the Association;

- (iv) The Association resolves at a meeting that he /she is not performing his/her duties to the satisfaction of the Association or that, for some other reason, it would be beneficial to the Association for him/her to be removed from office but the Association must not pass such a Resolution unless the subject Director has first been given an opportunity to appear before the Association and to show cause why he/she should not be removed from the office.
- (v) Any casual vacancy in the position of a Director will be filled by the Board as soon as it is practicable and in any case, at the next meeting of the Association following the occurrence of the vacancy. The Director appointed by virtue of this clause will hold office until the next Annual Meeting of the Association.

## **8. EXECUTIVE OFFICERS**

- (a) The President, or in his/her absence, the Vice President shall represent the Association and chair all meetings of the Directors and of the Association.
- (b) The Secretary shall:
  - (i) Attend all meetings of the Association
  - (ii) Keep a true and correct record of motions passed at duly constituted meetings of the Association
  - (iii) Perform the clerical duties of the Association and carry out all directions given at meetings.
- (c) The Treasurer shall:
  - (i) Keep a true and correct account of all monies received and expended, and arranges for the banking of all monies into an account in the name of the Belize Table Tennis Association, at such bank as the Association may determine.
  - (ii) Pay any account properly due by the Association.
  - (iii) Such other duties as directed by the Association or its Directors.

## **9. DELEGATION OF POWERS**

The Association may appoint Sub-Committees for specific purposes from time to time and delegate to such Sub-Committees as it may deem necessary. Appointees to such Sub-Committees need not necessarily be Office Bearers of the Association. The Association may also delegate to the President and/or Vice President its powers and functions as it may deem necessary.

## **10. FINANCE**

- (a) The financial year of the Association shall end on January 31<sup>st</sup> of each year.
- (b) Each Member shall pay to the Association annually an administrative fee or such other designated charge of such amount as may be determined by the Association at the Annual General Meeting.
- (c) Any Member in arrears with their fees shall be ineligible to attend or be represented at any meeting of the Association while he/she continues to be in default and may be debarred from participating in any activity and/or match or series played under the authority of the Association.
- (d) The cost of essential travelling and accommodation expenses incurred by any Director in attending meetings of the Association shall be borne by the Association.
- (e) The costs of essential travelling and accommodation expenses incurred by any Director in attending National Championships shall be borne by the Association.
- (f) All monies received by the Association shall be paid into an account in the name of Belize Table Tennis Association at such bank as the Association may determine from time to time. All cheques drawn must be signed by both the Treasurer of the Association and one other Director.
- (g) Financial statements will be prepared by the Treasurer and presented at each Annual General Meeting of the Association and on such other occasions as may be required by the Association.
- (h) The Association shall appoint an Auditor. The Auditor shall audit the books of the Association annually and shall attach a signed report to the accounts presented at the Annual General Meeting of the Association.

## 11. MEETINGS

At meetings of the Board of Directors, the following conditions will apply:

- (a) The President, or in his /her absence the Vice President, or in the absence of both of them, or on their declining to take, or retiring from the chair, one of the Directors chosen by the meeting will preside as Chairperson at every meeting.
- (b) Four Directors present in person will constitute a quorum at meetings of the Board of Directors.
- (c) The Chairman will have unlimited authority on all questions of order and any decisions or ruling of the Chairman will bind the meeting. The principle of Parliamentary debate governs any situation in which doubt exists or confusion arises.
- (d) Voting
  - (i) Voting at any meeting shall be by show of hands except where otherwise provided in this constitution or when a Ballot is ordered by the Chairman or demanded by the majority of Directors present at the meeting. Such Ballot may be conducted at such time and by such means as the Chairman may appoint.
  - (ii) Each Director shall be entitled to one (1) vote.
  - (iii) A Director shall not be excluded from discussions or from voting on any matter, irrespective of whether or not the Director has an interest in the matter.
  - (iv) Should both the President and Vice President be absent and, in their absence, a Director of the Association be appointed Chairman then in the event of an equality of votes, the Chairman shall not exercise a casting vote.
  - (v) Should the Chairman of any meeting be the President or the Vice President then, in the event of an equality of votes, that Chairman shall exercise a casting vote.

## **ANNUAL GENERAL MEETING**

At meetings of the Association the following conditions will apply:

- (a) The Annual General Meeting of the Association will be held within four (4) months of the end of the Financial Year as per Clause 10(a).
- (b) Not less than thirty (30) days notice in writing shall be given by the Secretary to the Directors and all Members of the Association.
- (c) The Secretary shall prepare an Agenda of the business proposed to be dealt with at the Annual General Meeting, and a copy thereof shall be sent to everyone enumerated in paragraph (b) of this rule.
- (d) The business of the Annual General Meeting will include:
  - (i) Director's Report;
  - (ii) Treasurer's Report;
  - (iii) Election of Directors (as required);
  - (iv) Appointment of Auditors;
  - (v) Determination of fees; and
  - (vi) Any other business that may be properly brought forward at the meeting.
- (e) Voting shall be by show of hands except when a Ballot is ordered by the Chairman.
- (f) The President or in his absence, the Vice-President or other person duly appointed shall chair a meeting of the Association.
- (g) The quorum for transaction of business at a meeting of the Association shall be fifteen (15) members present in person.

## **SPECIAL MEETINGS**

A Special Meeting of the Association may be convened by the President, when deemed by him to be necessary, or by requisition in writing by at least fifteen (15) Members. Any such requisition shall clearly state the nature of business to be brought forward and shall be duly signed by the President and Secretary of the Members presenting the requisition. Notice of any such Special Meeting shall be given as provided in paragraph (b) under the heading Annual General Meeting.



**12. RESOLUTION IN WRITING WITHOUT A MEETING**

- (a) A Resolution in writing may be required from all the Directors:
  - (i) Where the Secretary considers that it is necessary to enable a decision on any matter of urgency to be made; or
  - (ii) Where the Secretary considers that a matter of emergency cannot be dealt with by a duly appointed Sub-Committee and requires the decision of the Association but does not warrant the convening of a Special Meeting.
- (b) When forwarding any request for a Resolution in writing, the Secretary shall stipulate a day by which the return is required, provided that such date shall not be less than 21 days from the date of posting by the Secretary.
- (c) The Secretary shall notify the Directors of the result of the vote as soon as possible thereafter.
- (d) A resolution in writing in accordance with the provisions of this Rule shall be binding on the Association and Members. The Resolution shall be formally ratified without further discussion at the next Meeting of the Association.

**13. TELEPHONE VOTE WITHOUT A MEETING**

- (a) A telephone Vote may be required from all the Directors where the Secretary considers that:
  - (i) It is necessary to enable a decision on any matter of extreme urgency to be made; or
  - (ii) The matter of extreme nature cannot be dealt with by a duly appointed Sub-Committee and requires the decision of the Association but does not warrant the convening of a Special Meeting.

- (b) The Secretary shall telephone each Director and read to him the Motion to be voted on and shall stipulate to each Director the Return Time by which that Director must telephone the Secretary and vote on the said Motion. Such Return Time shall be not less than twenty-four (24) hours after the time of the telephone advice of the Motion and the time allowed to each Director to vote shall be the same as that allowed for each other Director.
- (c) The Secretary shall notify the Directors of the result of the vote as soon as possible thereafter.
- (d) A Resolution carried by Telephone Vote in accordance with the provisions of this Rule shall be binding on the Association and Members. The Resolution shall be formally ratified without further discussion at the next meeting of the Association.

**14. COMMON SEAL**

The Common Seal of the Association shall be kept in the custody of the Secretary of the Association at his/her office. It shall not be applied except by the authority of the Association previously approved in the presence of two (2) Directors, or one (1) Director and the Secretary, who shall attest the sealing.

**15. AMENDMENTS**

The Association may by a special resolution of members of not less than two thirds majority at a special general meeting of the Association called for that purpose only amend this constitution and by-laws.

**ADOPTED THIS 2<sup>nd</sup> day of February 2008.**