



Constitution

Updated November 2017

1. Name

1.1 The Association shall be called the **INTERNATIONAL TABLE TENNIS FEDERATION – OCEANIA INC** and hereafter referred to by its abbreviated title “ITTF-Oceania”.

2. Interpretation

2.1 “Act” means the Associations Incorporation Act 1981.

2.2 “Present” means:

2.2.1.1 at a management committee meeting, see rule 11.7.5; or

2.2.1.2 at a general meeting, see rule 12.5.3.

2.3 “ITTF” means International Table Tennis Federation.

2.4 A word or expression that is not defined in these rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

3. Objects

3.1 The objects of ITTF-Oceania are:

3.1.1 to uphold the principles of ITTF-Oceania and to develop the spirit of friendship and mutual assistance among Associations and players;

3.1.2 to regulate relations between Associations and between Associations and other organisations;

3.1.3 to seek continual improvement in the technical standard of table tennis and in the extent of participation in the sport throughout the region;

3.1.4 to foster friendly sporting competition and to eliminate unfair and unsporting practices such as match fixing, match corruption, irregular and illegal betting and the use of drugs to enhance performance;

3.1.5 to employ the funds of ITTF-Oceania as may be expedient in the interests of ITTF-Oceania;

3.1.6 to endeavour to increase participation at all levels, to enhance the popularity of the sport, to develop new sources of revenue, and to manage the sport through a systematic planning process;



- 3.1.7 to encourage players, coaches and officials to present the sport positively in the best ways so as to enhance its image;
- 3.1.8 to encourage and to support the promotion of women in sport at all levels and to ensure significant representation of women in ITTF-Oceania Committees, Commissions and Working Groups;
- 3.1.9 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.

4. Powers

- 4.1 ITTF-Oceania has the powers of an individual.
- 4.2 ITTF-Oceania may, for example:
 - 4.2.1 enter into contracts; and
 - 4.2.2 acquire, hold, deal with and dispose of property; and
 - 4.2.3 make charges for services and facilities it supplies; and
 - 4.2.4 do other things necessary or convenient to be done in carrying out its affairs.
 - 4.2.5 The association may take over the funds and other assets and liabilities of the present unincorporated association known as the [to be completed] (the unincorporated association).
 - 4.2.6 The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

5. Composition

- 5.1 ITTF-Oceania shall consist of affiliated Table Tennis Associations in the geographical area extending 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.
- 5.2 ITTF-Oceania is a not-for-profit organisation and its members, officers and employees shall not be responsible for its debts.
- 5.3 Associations shall not be regarded as agents of ITTF-Oceania.



6. Principles

- 6.1 The principles of ITTF-Oceania shall be 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.
- 6.2 ITTF-Oceania is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment, which promotes equal opportunities and prohibits discriminatory practices.
- 6.3 ITTF-Oceania is committed to providing a sport environment free of harassment on any basis without exception.
- 6.4 The Management Committee shall impose appropriate disciplinary sanctions from warnings to exclusions from all kind of activity in ITTF-Oceania, when a complaint of harassment has been substantiated. The same disciplinary sanctions shall be imposed if a false accusation has been substantiated.
- 6.5 ITTF-Oceania shall observe the general and fundamental principles of the Olympic and Paralympic Charters and no provision of this Constitution shall be deemed to conflict with or derogate from those principles.
- 6.6 ITTF-Oceania shall co-operate with the IOC, NOC, IPC, NPC and other organisations that recognise it as the controlling and governing authority for table tennis in the Oceania region.

7. Membership

- 7.1 ITTF-Oceania shall consist of the affiliated table tennis organisations in any territory within the general geographical description of Oceania.
- 7.2 Classes of Members
 - 7.2.1 The membership of ITTF-Oceania consists of ordinary members.
 - 7.2.2 The number of ordinary members is limited to one (1) national table tennis association per country or territory within the general geographical description of Oceania.
 - 7.2.3 All ordinary members have equal rights, including voting rights and eligibility for office in the Management Committee, provided that the nominee meets the requirements set out in 11.4.



- 7.3 Automatic Membership
 - 7.3.1 A national table tennis association which, on the day ITTF-Oceania is incorporated, was a member of the unincorporated association and which, on or before a day fixed by the Management Committee, agrees in writing to become a member of the incorporated association, must be admitted by the Management Committee as an ordinary member of ITTF-Oceania.
- 7.4 Application for New Membership
 - 7.4.1 shall be in writing with the appropriate membership fee and lodged with the ITTF-Oceania Office;
 - 7.4.2 Within one (1) month after receiving an application for membership, the ITTF-Oceania Office shall refer the application to the Management Committee which shall determine whether to approve or to reject the application.
- 7.5 Fees
 - 7.5.1 Annual membership fee shall be determined at the Annual General Meeting.
 - 7.5.2 Membership fee is due as at the 1st of January of each calendar year.
- 7.6 An Association ceases to be a member if:
 - 7.6.1 it is dissolved;
 - 7.6.2 it resigns that membership;
 - 7.6.3 it is suspended/expelled from ITTF-Oceania.
- 7.7 Resignation of Membership
 - 7.7.1 An Association, which has paid all outstanding amounts wishes to resign from ITTF-Oceania shall give notice in writing to the ITTF-Oceania Office (being not less than 1 month or not less than such other period as the committee may determine), of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
 - 7.7.2 Where a member of ITTF-Oceania ceases to be a member, ITTF-Oceania shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.
- 7.8 Suspension or Termination of Membership
 - 7.8.1 An Association which seriously and persistently fails to maintain the principles or to respect the Constitution and



- decisions of ITTF-Oceania may be censured, fined, suspended or terminated by a General Meeting by a two thirds majority;
- 7.8.2 Before the General Meeting suspends or terminates the membership of an Association, the Association must have been sent notice in writing at least one (1) month before the General Meeting at which the suspension or termination is to be considered. The Association shall be afforded an opportunity to present its case at the General Meeting.
- 7.8.3 An Association that is suspended or terminated from membership shall, including but not limited to, not be entitled to nominate or enter players for any event held under the jurisdiction of ITTF-Oceania, nor to attend or be represented at a General Meeting, nor to nominate any person for election to the Management Committee, any committee, commission or working group, nor shall any individual nominated by the Association be entitled to participate in the activities of the Management Committee, any committee, commission or working group:
- 7.8.3.1 no technical official nominated by the Association shall officiate at any ITTF-Oceania/ITTF sanctioned event;
- 7.8.3.2 the Association shall not be entitled to receive any benefit from ITTF-Oceania/ITTF including but not limited to participation in development activities nor to receive any grants from ITTF-Oceania/ITTF.
- 7.8.4 The Association shall not be entitled to host an ITTF-Oceania/ITTF sanctioned event save that where an ITTF-Oceania/ITTF sanctioned event has been approved prior to the suspension, the Management Committee may establish a committee to oversee the organisation of such sanctioned event under conditions approved by the Management Committee, at its discretion.
- 7.8.5 A suspension may be cancelled by a General Meeting by a two thirds majority; in a case of a suspension, the General Meeting may allow players from the suspended Association to compete in events under the jurisdiction and flag of ITTF-Oceania.



- 7.8.6 The Management Committee may act to suspend an Association pending the General Meeting, provided that;
 - 7.8.6.1 clause 7.8.2 is applied;
 - 7.8.6.2 the Management Committee decides to suspend an Association by a unanimous vote;
 - 7.8.6.3 the Management Committee immediately informs all Associations of the suspension providing reasons.
- 7.9 Appeal against Rejection, Suspension or Termination of Membership
 - 7.9.1 An Association whose membership has been rejected, suspended or terminated, may give the Secretary notice of the Association's intention to appeal against the decision within one (1) month of receiving notification of the decision.
 - 7.9.2 If the Secretary receives a notice of intention to appeal, the Secretary must, within one (1) month after receiving the notice, call a General Meeting to decide the appeal.
 - 7.9.3 General Meeting to Decide Appeal
 - 7.9.3.1 The General Meeting to decide an appeal must be held within three (3) months after the Secretary receives notice of intention to appeal.
 - 7.9.3.2 At the meeting, the Association must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be suspended or terminated.
 - 7.9.3.3 Also, the Management Committee and the members of the committee who rejected the application, suspended or terminated the membership must be given a full and fair opportunity to show why the membership should be rejected, suspended or terminated.
 - 7.9.3.4 An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
 - 7.9.3.5 If an Association whose application for membership has been rejected does not appeal against the decision within one (1) month after receiving written notice of the decision, or the Association appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the Association.



- 7.10 A right, privilege or obligation which an Association has by reason of being a member of ITTF-Oceania;
 - 7.10.1 is not capable of being transferred or transmitted to another Association;
 - 7.10.2 Terminates upon cessation of the Association's membership.
- 7.11 Register of Members
 - 7.11.1 The ITTF-Oceania Office shall establish and maintain a register of members of ITTF-Oceania specifying the name and address of each Association which is a member of ITTF-Oceania together with the date on which the Association became a member.
 - 7.11.2 The register of members shall be kept at the principal place of administration of ITTF-Oceania.
- 7.12 Prohibition on Use of Information on Register of Members
 - 7.12.1 A Member of ITTF-Oceania must not:
 - 7.12.1.1 Use information obtained from the register of members to contact, or send material to, another member of ITTF-Oceania for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - 7.12.1.2 Disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the ITTF-Oceania for the purpose of advertising for political, religious, charitable or commercial purposes.
 - 7.12.2 Rule 7.12.1 does not apply if the use or disclosure of the information is approved by ITTF-Oceania.
- 7.13 Members' Liabilities
 - 7.13.1 The liability of a member of ITTF-Oceania to contribute towards the payment of the debts and liabilities of ITTF-Oceania or the cost, charges and expenses of the winding up of ITTF-Oceania is limited to the amount, if any, unpaid by the member in respect of membership of ITTF-Oceania.

8. Personal Honorary Membership – (Life Member)

- 8.1 Officials who have given outstanding services to ITTF-Oceania may be appointed Personal Honorary Members for their life-time by the



Annual General Meeting on a recommendation by the Management Committee. Personal Honorary Members shall be entitled to attend Oceania Championships with free hospitality and to attend an Annual General Meeting with the right to speak but not to vote.

8.1.1 Free hospitality includes - accommodation, meals, local transport to and from airport and stadium.

9. Management

9.1 The governing body of ITTF-Oceania shall be the Annual General Meeting, consisting of the assembled representatives of Oceania Associations.

9.1.1 Each Association shall be entitled to 1 vote but may have 2 representatives, referred to as "delegates" at the Annual General Meeting.

9.2 Between Annual General Meetings the work of ITTF-Oceania shall be managed, in accordance with policy decided by the Annual General Meeting, by a Management Committee, to which the Annual General Meeting may delegate any of its powers, on the request of a majority vote of Associations.

9.2.1 The Annual General Meeting may also decide to deal with a matter normally delegated to another ITTF-Oceania body.

9.3 If not already on the Management Committee then Committee Chairs, ITTF-Oceania staff, Technical Director and Women in Sport Co-ordinator shall be invited to attend the Annual General Meeting and Management Committee meetings as expert advisers without voting privileges.

10. Secretary

10.1 Appointment or Election of Secretary

10.1.1 The secretary must be an individual residing in Queensland, or in another state of Australia but not more than 65km from the Queensland border, who is appointed by the Management Committee as Secretary.

10.1.2 If a vacancy happens in the office of Secretary, the Management Committee must ensure a Secretary is appointed within 1 month after the vacancy happens.

10.2 Removal of Secretary



10.2.1 The Management Committee may at any time remove a person appointed by the committee as Secretary by a simple majority vote.

10.3 Functions of Secretary

10.3.1 The Secretary's functions include, but are not limited to:

10.3.1.1 Calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President; and

10.3.1.2 Keeping minutes of each meeting; and

10.3.1.3 Keeping copies of all correspondence and other documents relating to ITTF-Oceania; and

10.3.1.4 Maintaining a register of members of ITTF-Oceania.

11. Management Committee

11.1 The Management Committee shall consist of:

11.1.1 The ITTF-Oceania President, three (3) ITTF Board of Directors Members, eight (8) Ordinary Members elected at a General Meeting and the Chair of the Athletes Commission, of which:

11.1.1.1 The President shall nominate one person as Deputy President; &

11.1.1.2 The President, Secretary and Treasurer shall be elected at a General Meeting in accordance with 11.3.

11.2 Functions

11.2.1 The Management Committee shall control and manage the affairs of ITTF-Oceania and shall have power to deal with all current or urgent business, reporting to the Annual General Meeting at its next meeting.

11.2.2 It may exercise all such functions as may be exercised by ITTF-Oceania other than those functions that are required by this Constitution to be exercised by an Annual General Meeting.

11.2.3 It has the 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 ITTF-Oceania.



- 11.2.4 The Management Committee shall determine the terms of reference for all committees, commissions, working groups or panels that may be established from time to time.
- 11.2.5 The Management Committee has authority to interpret the meaning of these rules and any matter in relation to ITTF-Oceania on which these rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.
- 11.3 Election of Management Committee Members
 - 11.3.1 All members of the Management Committee shall be elected at an Annual General Meeting held in the year of the Olympic Games and shall serve for a four (4) year term, but shall be eligible for re-election.
 - 11.3.2 The roles of President, Deputy President, Secretary and Treasurer shall also serve for a four (4) year term, and shall be eligible for re-election.
 - 11.3.3 Elections shall be held, in the following order, for the following positions and shall take place at an Annual General Meeting, or if an Annual General Meeting is not held, by postal vote (or electronic means):
 - 11.3.3.1 The President ITTF-Oceania;
 - 11.3.3.2 Three (3) ITTF Board Members, or a number as determined by ITTF;
 - 11.3.3.3 Eight (8) ordinary members each of whom must be from a different Association;
 - 11.3.3.4 No more than two (2) members from the same association may be elected to the Management Committee;
 - 11.3.3.5 Although election of ITTF Board Members shall be done at the ITTF-Oceania Annual General Meeting, those elected shall not take up their ITTF office until the conclusion of the next ITTF Annual General Meeting.
 - 11.3.4 Nominations of candidates for election as members of the Management Committee:
 - 11.3.4.1 must be made in writing by any ITTF-Oceania affiliated association;



- 11.3.4.2 shall be delivered to the ITTF-Oceania Office in accordance with the clauses pertaining to the Annual General Meeting;
- 11.3.4.3 shall not exceed the number of available positions;
- 11.3.5 Where there are more candidates for a position or positions than the number of vacancies there shall be a ballot, which shall be won by the candidate or candidates obtaining the highest numbers of votes.
- 11.3.6 If there is an equality of votes in the first ballot there shall be a second ballot among those equal; if there is still an equality of votes, preference shall be given to the appointment of a representative of an Association which is otherwise not represented and, where this is not decisive, the outcome shall be determined by lot.
- 11.3.7 All elections for the Management Committee shall be conducted by secret ballot by Member Associations only.
- 11.3.8 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 are to be received at the Annual General Meeting;
- 11.3.9 If insufficient nominations are received, any unfilled positions remaining on the Management Committee shall be deemed to be vacant;
- 11.3.10 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;
- 11.3.11 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 11.4 Eligibility for Office
- 11.4.1 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. If the consent is revoked after the nominee has been appointed he or she may be removed from his or her post only by a two-third (2/3) majority vote of the Management Committee.
- 11.4.2 A person connected in any way with the manufacture, sale or endorsement of table tennis equipment or with consultation on such equipment:



- 11.4.2.1 shall not be eligible as a member of the Management Committee;
 - 11.4.2.2 may serve on a Committee or otherwise represent an Association but shall withdraw from a meeting or abstain from voting on an issue if so requested by a majority of the meeting that he or she is attending.
- 11.5 Resignation, Removal or Vacation of Office of Management Committee Member
- 11.5.1 A member of the Management Committee may resign from the committee by giving written notice of resignation to the Secretary.
 - 11.5.2 The resignation takes effect at:
 - 11.5.2.1 The time the notice is received by the Secretary; or
 - 11.5.2.2 If a later time is stated in the notice, then the later time applies.
 - 11.5.3 A member may be removed from office at a General Meeting of ITTF-Oceania if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
 - 11.5.4 Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
 - 11.5.5 A member has no right of appeal against the members removal from office under this rule.
 - 11.5.6 A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.
- 11.6 Vacancies
- 11.6.1 If the President resigns or is unable to continue in office, he or she shall be replaced by the Deputy President.
 - 11.6.2 A vacancy arising in the post of Deputy President shall be filled by a member of the Management Committee as nominated by the President.
 - 11.6.3 A vacancy arising in the post of Treasurer shall be filled by an ordinary Management Committee member as decided by a simple majority vote at a Management Committee meeting.
 - 11.6.4 A vacancy arising in the posts of ITTF Board member shall be filled by an ordinary Management Committee member



as decided by a simple majority vote at a Management Committee meeting.

- 11.6.5 Any casual vacancy as an ordinary member of the Management Committee may be filled by simple majority vote at a Management Committee meeting from nominations received from member associations. No temporary substitute shall be permitted to attend a Management Committee meeting or to conduct Management Committee business in place of a member absent or indisposed.
- 11.6.6 Any member appointed to a vacancy shall hold office, subject to this constitution, until the conclusion of the Annual General meeting next following the date of appointment.

11.7 Meetings

- 11.7.1 The Management Committee may meet and conduct its proceedings as it considers appropriate, but it shall meet at least during the period of the Annual General Meeting and the ITTF World Championships and, if necessary, any other event where Management Committee members are present, but shall otherwise conduct its business by correspondence.
- 11.7.2 The Management Committee must decide how a meeting is to be called.
- 11.7.3 Notice of a meeting is to be given in the way decided by the Management Committee.
- 11.7.4 The Management Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in the discussions as they happen.
- 11.7.5 A committee member who participates in the meeting as mentioned in 11.7.4 is taken to be present at the meeting.
- 11.7.6 A question arising at a committee meeting is to be decided in accordance with the rules outlined in 11.10.
- 11.7.7 The President is to preside as Chairperson at a Management Committee Meeting.
 - 11.7.7.1 If the President is not present within 10 minutes after the time fixed for a Management Committee meeting,



the Deputy President will preside as Chairperson at the meeting.

11.7.7.2 If the Deputy President is not present within 10 minutes after the time fixed for a Management Committee meeting, the members may choose one (1) of their number to preside as Chairperson at the meeting.

11.7.8 As far as possible all Committee meetings, including Management Committee, shall be opened to Association delegates to attend as observers.

11.8 Special Meeting of the Management Committee

11.8.1 If the Secretary receives a written request signed by at least thirty-three percent (33%) of the members of the Management Committee, the Secretary must call a special meeting of the Management Committee by giving each member of the committee notice of the meeting within fourteen (14) days after the Secretary receives the request.

11.8.2 If the Secretary is unable or unwilling to call the meeting, the President must call the meeting.

11.8.3 A request for a special meeting must state:

11.8.3.1 Why the special meeting is called; and

11.8.3.2 The business to be conducted at the meeting.

11.8.4 A notice of a special meeting must state:

11.8.4.1 The date, time and place of the meeting; and

11.8.4.2 The business to be conducted at the meeting.

11.8.5 A special meeting of the Management Committee must be held within fourteen (14) days after the notice of the meeting is given to the members of the Management Committee.

11.9 Minutes of Management Committee Meetings

11.9.1 The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each meeting are entered in a minute book.

11.9.2 To ensure the accuracy of the minutes, the minutes of each Management Committee meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next Management Committee meeting, verifying their accuracy.

11.10 Voting



11.10.1 Each member of the Management Committee shall have one vote only at a Management Committee meeting. Any result shall be decided by a simple majority of the votes cast. If there is an equality of votes, the Chair shall have a casting vote.

11.10.2 A member of the Management committee must not vote on a question about a contract or proposed contract with ITTF-Oceania if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.

11.11 Quorum

11.11.1 At a Management Committee meeting, more than 50% of the members elected to the committee as at the close of the last General Meeting form a quorum.

11.11.2 If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.

11.11.3 If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee:

11.11.3.1 The meeting is to be adjourned for at least one (1) day; and

11.11.3.2 The members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting.

11.11.4 If, at an adjourned meeting mentioned in 7.9.3, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

11.12 Resolutions of Management Committee without Meeting

11.12.1 A written resolution signed by each member of the Management Committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

11.12.2 A resolution mentioned in 11.12.1 may consist of several documents in like form, each signed by one (1) or more members of the committee.



12. General Meeting

12.1 Annual General Meeting

12.1.1 A General Meeting must be held each year and within six (6) months after the end date of ITTF-Oceania's reportable financial year.

12.1.2 A General Meeting shall be held at the place, and during the period, of the ITTF-Oceania Championships or, if the ITTF-Oceania Championships is not held at the due time, at such other place and date as the Management Committee may determine.

12.2 Special General Meeting

12.2.1 A Special General Meeting shall be convened within 12 weeks of receipt by the ITTF-Oceania Office of a requisition in writing submitted by not less than one-quarter (1/4) of the Associations not in arrears.

12.3 Notice of Meeting

12.3.1 Notice of the meeting, giving details of the place, date and time and the business to be transacted, together with a proxy form, shall be sent to each Association by electronic means; the person and address to which the notice is sent shall be as last notified by each Association to the ITTF-Oceania Office.

12.3.2 For an Annual General Meeting the notice shall be sent not later than three (3) calendar months before the date of the meeting.

12.3.3 For a Special General Meeting the notice shall be sent not later than two (2) calendar months before the date of the meeting.

12.4 Notice of Business

12.4.1 Details in writing of business and propositions to be dealt with at an Annual General Meeting must reach the ITTF-Oceania Office not later than two (2) calendar months before the date of the meeting.

12.4.2 Notice of the actual closing date in each year for the receipt of business and propositions shall be sent to all Associations by the ITTF-Oceania Office not later than 6 calendar months before the date of the meeting.

12.4.3 Business and propositions, other than changes to the Constitution or the Laws, of which due notice has not been



given, but which, in the opinion of the Management Committee, relate to the business in hand without introducing a new principle or relate to an emergency may be admitted by a vote in favour of two-thirds (2/3) of the votes cast at the Annual General Meeting.

12.4.4 The requisition for a Special General Meeting shall specify the business for which the meeting is to be convened and no other business except the confirmation of the Minutes of the previous General Meeting shall be transacted at such a meeting.

12.5 Procedure & Business

12.5.1 The agenda for an Annual General Meeting shall include:

12.5.1.1 The Chair will be the President or Deputy President if the President is absent. If both are absent then the meeting will select the Chair;

12.5.1.2 A roll-call of member Associations present;

12.5.1.3 The confirmation of the minutes of the previous General Meeting;

12.5.1.4 To receive and consider reports from the President, ITTF-Oceania Staff and Committee Chairs;

12.5.1.5 To receive and consider the audited financial statements and balance sheet;

12.5.1.6 To determine the amount of fees;

12.5.1.7 The election of Personal Honorary Members, if any;

12.5.1.8 The consideration of propositions and other relevant business;

12.5.1.9 to allocate the next ITTF-Oceania Championships and to agree on options to hold the championships in the next six (6) years;

12.5.1.10 to consider any other business accepted by the Chairperson;

12.5.1.11 the election of the President, ITTF Board Members and ordinary members of the Management Committee.

12.5.2 A member may take part and vote in a General Meeting in person, by proxy, or by using technology that reasonably allows the member to hear and take part in discussions as they happen.



- 12.5.3 A member who participates in a meeting as discussed in 12.5.2 is taken to be present at the meeting.
- 12.5.4 No speaker shall speak more than once on a proposition except that the proposer shall have the right of reply and that the Chair may, at his or her discretion, allow a speaker to speak more than once to answer a query arising from his or her original speech.
 - 12.5.4.1 The Chair shall decide how many speakers will be permitted to speak on a proposition and when the vote shall be taken, except that a motion "that the question now be put" shall be voted on immediately, without further discussion; if such a motion is carried the proposition or any amendment before the meeting shall then be voted on immediately, without further discussion, subject to the right of reply by the mover of the substantive proposition.
 - 12.5.4.2 A question once decided may not be reverted to for re-discussion and re-vote unless the Chair rules, as a matter of urgency, that a case has been made for supposing that the decision taken may jeopardise the whole welfare of ITTF-Oceania; a motion to challenge the Chair's ruling that the matter is not of sufficient urgency to justify reconsideration must be taken whenever it is moved.

12.6 Voting

- 12.6.1 Each Association shall have one (1) vote.
- 12.6.2 Questions shall be decided by a simple majority of the votes cast except:
 - 12.6.2.1 changes to the Constitution, the acceptance of belated or emergency business or propositions require a majority of three-quarters (3/4) of the votes cast;
 - 12.6.2.2 expulsions from membership require a three-quarter (3/4) majority of the votes cast;
 - 12.6.2.3 dissolution of ITTF-Oceania requires a four-fifths (4/5) majority of the votes cast;
- 12.6.3 If there is an equality of votes on an administrative or financial matter the Chair shall have a casting vote; if there



is an equality of votes on any other matter the motion shall fail and the meeting shall proceed with the next business.

12.6.4 Voting other than in elections shall be by roll call in alphabetical order of Associations, starting with a name drawn at random, except where the Chair is satisfied after a show of hands that such procedure is not necessary.

12.6.5 Delegates shall nominate 2 persons for approval by the meeting as scrutineers.

12.6.6 For each vote requiring scrutineers, including elections, a representative of any Association having a particular interest in the item, which is the subject of the vote, shall be omitted and another person shall be nominated.

12.7 Proxies

12.7.1 If a member wishes to appoint a proxy to represent it at a General Meeting, notice of the appointment in writing, on association letterhead must reach the ITTF-Oceania Office not later than forty-eight (48) hours before the date of the meeting. Notices can be lodged by electronic means.

12.7.2 No Association shall hold more than one (1) proxy on behalf of other Associations.

12.7.3 A Management Committee member may hold (one) 1 proxy on behalf of another association but may not hold a proxy as an Association delegate at the same time.

12.8 Quorum for, and Adjournment of, General Meeting

12.8.1 The number of Associations who must be present and eligible to vote for a quorum to exist at a General Meeting is nine (9).

12.8.2 An item of business may not be transacted at a General Meeting unless a quorum is present at the commencement of the General Meeting.

12.8.3 If there is no quorum within thirty (30) minutes after the time fixed for a general meeting, the meeting is to be adjourned for at least seven (7) days and the Management Committee is to decide the day, time and place of the adjourned meeting.

12.8.3.1 If there is no quorum within thirty (30) minutes after the time fixed for the adjourned general meeting, the meeting lapses.



- 12.8.4 The Chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
 - 12.8.5 If a meeting is adjourned under 12.8.4, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
 - 12.8.6 The Secretary is not required to give members notice of an adjourned meeting or of the business to be conducted at an adjourned meeting unless a meeting is at adjourned for at least thirty (30) days.
 - 12.8.7 If a meeting is adjourned for at least thirty (30) days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.
- 12.9 Minutes
- 12.9.1 The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each General Meeting are entered in a minute book.
 - 12.9.2 To ensure the accuracy of the minutes:
 - 12.9.2.1 The minutes of each General Meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next General Meeting, verifying their accuracy; and
 - 12.9.2.2 The minutes of each Annual General Meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next meeting that is a General Meeting or an Annual General Meeting, verifying their accuracy.
 - 12.9.3 If asked by a member of ITTF-Oceania, the Secretary must, within one (1) month after the request is made:
 - 12.9.3.1 Make the minute book for a particular General Meeting available for inspection by the member at a mutually agreed time and place; and
 - 12.9.3.2 Give the member copies of the minutes of the meeting.
 - 12.9.4 ITTF-Oceania may require the member to pay the reasonable costs of providing copies of the minutes.



13. Administration

13.1 Staff

- 13.1.1 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.

13.2 Office

- 13.2.1 The Office of ITTF-Oceania shall be in a place appointed by resolution of the Annual General Meeting or, in emergency, of the Management Committee.

13.3 Languages

- 13.3.1 The correspondence and proceedings of ITTF-Oceania shall be conducted in English or in such languages convenient for appropriate tasks and within the resources of ITTF-Oceania as may be determined from time to time by the Management Committee.

13.4 Documents

- 13.4.1 The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

13.5 Common Seal

- 13.5.1 The Management Committee must ensure ITTF-Oceania has a common seal. The common seal must be kept securely by the Management Committee and used only under the authority of the Management Committee. Each instrument to which the seal is attached must be signed by a member of the Management Committee and countersigned by:
 - 13.5.1.1 The Secretary; or
 - 13.5.1.2 Another member of the Management Committee; or
 - 13.5.1.3 Someone authorised by the Management Committee.

14. Finance

- 14.1 The financial year of ITTF-Oceania shall end on 31st December.
- 14.2 The Treasurer shall ensure that an annual statement of accounts is prepared, which shall be audited, and that a yearly and quadrennial estimate of income and expenditure is presented.
- 14.3 The income and property of ITTF-Oceania must be used solely in promoting the its objects and exercising its powers.



- 14.4 The funds of ITTF-Oceania must be kept in an account in the name of the association in a financial institution decided by the Management Committee.
- 14.5 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- 14.6 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 14.7 A payment by the association of AU\$100 or more, must be made by cheque or electronic funds transfer.
- 14.8 If a payment of AU\$100 or more is made by cheque, the cheque must be signed by any 2 of the following:
 - 14.8.1 The President;
 - 14.8.2 The Secretary;
 - 14.8.3 The Treasurer;
 - 14.8.4 Any one (1) of three (3) other members of the association who have been authorised by the Management Committee to sign cheques issued by the association.
- 14.9 However, one (1) of the persons who signs the cheque must be the president, the secretary or the treasurer.
- 14.10 Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- 14.11 Signatories to authorise payments drawn on the bank account by cheque or by electronic transfer, will be decided by the Management Committee.
- 14.12 All expenditure must be approved or ratified at a Management Committee meeting.

15. Auditor

- 15.1 An auditor shall be appointed by the Annual General Meeting to audit the accounts annually or as may be required.

16. Changes to Constitution & Regulations

- 16.1 Amendments to the Constitution can be made only at an Annual General Meeting, or a Special General Meeting called for that purpose.
- 16.2 Amendments to other regulations may be made by the Management Committee and reported to the next Annual General Meeting.



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

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

17. Alteration of Rules

17.1 Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a General Meeting.

17.2 However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

18. Doping Policy

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

19. Jurisdiction of Associations

19.1 Membership and Representation

19.1.1 A player shall be regarded as resident in a territory if his or her normal or main residence or base is in that territory; residence shall not be determined by continuity or by duration.

19.1.2 Before accepting a player into membership an Association shall satisfy itself that he or she is or intends to be resident in its territory and it shall not retain him or her if he or she terminates such residence.

19.1.3 Unless notified of any suspension or expulsion, Associations shall be entitled to regard any player or resident in the territory of an Association and known to have been affiliated to it as eligible for participation.

19.1.4 No Association shall make a resident in a territory controlled by another Association or, except after a genuine change of residence, a member of another Association, a member or representative of itself without the prior permission of the other Association, except as provided in 21.1.5.

19.1.5 An Association may nominate as its representative at a General Meeting a resident of the territory in which the



meeting takes place, provided that he or she has never been a member of another Association; such a nominee may be admitted as a representative by majority vote at the General Meeting for which he or she is nominated.

19.1.6 Any dispute under these regulations shall be referred to the Management Committee.

19.2 Extent of Jurisdiction

19.2.1 In administering and interpreting its own regulations and decisions an Association shall exercise jurisdiction over:

19.2.2 players resident in its territory, while they are in that territory or in any other territory;

19.2.3 visiting players, while they are in its territory, except as provided in 19.3.1;

19.2.4 players representing it in a competition who are normally resident in the territory of another Association, but only while they are taking part in that competition;

19.2.5 a resident of a territory in which a General Meeting takes place who is acting as its representative at a General Meeting, as provided in 21.1.5.

19.3 Visiting Players

19.3.1 If a visiting player is officially representing his or her Association as a result of an invitation by the visited Association, the visited Association shall acquire no rights of penalty.

19.3.2 The responsible management committee shall have jurisdiction over the conduct of the competition but no subsequent penalty shall be imposed on a visiting player for any offence committed in connection with that competition.

19.3.3 The visited Association may protest to the visiting player's Association about such an offence, but his or her own Association shall retain sole jurisdiction over him and the right to impose a penalty.

19.3.4 If a visiting player participates in table tennis activities other than as an official representative of his or her Association, whether or not his or her visit is the result of an invitation by the visited Association, he or she shall be subject also to the jurisdiction of the visited Association, which shall have the right to impose a penalty for any offence committed in connection with such activities.



- 19.3.5 No such penalty shall come into operation until at least 1 calendar month after its notification with an account of all the circumstances, to the visiting player's Association.
 - 19.3.6 If the visiting player's Association makes no appeal within 1 calendar month of being notified the penalty may be imposed.
 - 19.3.7 If an appeal is submitted within 1 calendar month the matter shall be referred to the Board and the penalty shall not come into operation before the appeal has been decided.
- 19.4 Payments to Players
- 19.4.1 Except when acting under the direct instructions of his or her Association as its representative, a player may accept payment, reward, benefit or allowances for playing in any competition other than Olympic and Paralympic Games, or for exhibition or coaching, providing that he has previously obtained permission:
 - 19.4.1.1 for the payment of such expenses, from the Association in whose area the event is to take place and
 - 19.4.1.2 for the receipt of such expenses, from the Association having jurisdiction over him.
 - 19.4.2 Subject to any overriding provisions of 21.4.1.1, each Association shall have absolute discretion to determine and regulate its own policy for payments, rewards, benefits and allowances in respect of players and events under its jurisdiction.

20. Unaffiliated Players & Organisations

- 20.1 The object is to control, but not to prevent, play between affiliated and unaffiliated players; only teams and players nominated by Associations shall participate in ITTF-Oceania events, but otherwise such play will, when not contrary to the principles of ITTF-Oceania or to the interests of its members, generally be permitted provided due application is made.
- 20.2 A player affiliated to an Association shall not take part in any competition, exhibition or coaching;
 - 20.2.1 in the territory of another Association, unless the body under whose auspices the activity takes place is affiliated to



- and in good standing with ITTF-Oceania except with the prior permission of ITTF-Oceania
- 20.2.2 in a territory whose governing organisation is not affiliated to ITTF-Oceania, except with the permission of the Management Committee, unless the Management Committee has previously given permission for the governing organisation to be included temporarily, pending an application for membership;
 - 20.2.3 organised by an unaffiliated body, unless permission for the event has been given by the Management Committee, except as provided in 20.6.
- 20.3 The Association controlling the territory in which a player is resident shall be responsible for ensuring that he or she complies with the requirements of 20.2.
- 20.4 A player resident in a territory which has no governing organisation or whose governing organisation is not affiliated to the ITTF shall not take part in any competition, exhibition or coaching in the territory of an Association, except with the permission of the Management Committee, unless the Management Committee has previously given permission for the governing organisation to be included temporarily pending an application for membership.
- 20.5 The Management Committee may give permission for a table tennis competition to be organised by an unaffiliated body provided that;
- 20.5.1 the organising body has undertaken to comply with the appropriate ITTF-Oceania regulations;
 - 20.5.2 the organising body has undertaken not to include affiliated players in the event unless their Associations have given permission;
 - 20.5.3 the organising body has undertaken not to include unaffiliated players in the event unless the Management Committee has given permission;
 - 20.5.4 the application to organise the event is supported by the Association, if any, controlling the territory in which the competition is to take place;
 - 20.5.5 the supporting Association has accepted responsibility for ensuring that the organising body observes the requirements of 20.5.1 – 20.5.3.
- 20.6 Where an Association is prepared to accept responsibility for the conduct of an event organised in its territory by an unaffiliated



organisation no special permission is required, but the Association shall notify the Secretariat, which will advise all other Associations that the event is in order.

21. Dissolution

- 21.1 ITTF-Oceania shall not be dissolved except at a Special General Meeting convened for the purpose and by a resolution supported by a majority of three-quarter (3/4) of the votes cast.
- 21.2 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.

22. Distribution of Surplus Assets to Another Entity

- 22.1 This rule applies if ITTF-Oceania:
 - 22.1.1 Is wound-up under part 10 of the Act; and
 - 22.1.2 Has surplus assets.
- 22.2 The surplus assets must not be distributed among the members of ITTF-Oceania.
- 22.3 The surplus assets must be given to another entity:
 - 22.3.1 Having objects similar to ITTF-Oceania's objects; and
 - 22.3.2 The rules of which prohibit the distribution of the entity's income and assets to its members.
- 22.4 In this rule, "surplus assets" see section 92(3) of the Act.