



# **SOUTH AFRICAN TABLE TENNIS BOARD**

## **CONSTITUTION**

ADOPTED AT SGM MAY 1996 AND AGM SEPTEMBER 1996  
AMENDED AT AGM 24 SEPTEMBER 1998  
AMENDED AT AGM 18 JULY 1999  
AMENDED AT AGM 9 JULY 2000  
AMENDED AND CHANGED AT AGM 30 SEPTEMBER 2001  
AMENDED AND CHANGED AT SGM 7 JULY 2002  
AMENDED AND CHANGED AT AGM 20 SEPTEMBER 2002  
AMENDED AND CHANGED AT SGM 30 MARCH 2003  
AMENDED AND CHANGED AT SGM 21 SEPTEMBER 2003  
AMENDED AND CHANGED AT AGM 7 DECEMBER 2003  
AMENDED AND CHANGED AT SGM 4 APRIL 2004  
AMENDED AND CHANGED AT THE AGM 2 OCTOBER 2004  
AMENDED AND CHANGED AT THE SGM 21 MAY 2005  
AMENDED AND CHANGED AT THE AGM 1 OCTOBER 05  
AMENDED AND CHANGED AT THE AGM 30 SEPTEMBER 2006  
AMENDED AND CHANGED AT THE AGM 3 OCTOBER 2008  
AMENDED AND CHANGED AT THE AGM 27 SEPTEMBER 2009  
AMENDED AND CHANGED AT THE AGM 11 DECEMBER 2010

**SOUTH AFRICAN TABLE TENNIS BOARD**  
**CONSTITUTION**

**INDEX**

1.1	NAME	PAGE 3
1.2	COMPOSITION	PAGE 3
1.3	PRINCIPLES	PAGE 3
1.4	OBJECTIVES	PAGE 3
1.5	OFFICE	PAGE 4
1.6	MANAGEMENT	PAGE 4
1.7	OFFICERS	PAGE 5
1.8	GENERAL COUNCIL	PAGE 5
1.9	MANAGEMENT COMMITTEE	PAGE 5
1.10	EXECUTIVE COMMITTEE	PAGE 5
1.11	EXECUTIVE BOARD	PAGE 6
1.12	COMMISSIONS	PAGE 6
1.13	TRUSTEES	PAGE 6
1.14	ELIGIBILITY FOR OFFICE	PAGE 7
1.15	MEMBERSHIP	PAGE 7
1.16	PATRONS	PAGE 8
1.17	AFFILIATION	PAGE 8
1.18	ELECTIONS	PAGE 9
1.19	VOTING POWERS	PAGE 9
1.20	POWERS AND DUTIES OF OFFICIALS	PAGE 10
1.21	BOUNDARIES	PAGE 10
1.22	FINANCE	PAGE 10
1.23	TOURNAMENTS	PAGE 10
1.24	COLOURS	PAGE 11
1.25	PREVENTION OF UNAUTHORISED MATCHES	PAGE 12
1.26	PUBLICATIONS	PAGE 12
1.27	RECOGNITION	PAGE 12
1.28	LEGAL ADVISOR	PAGE 12
1.29	DISCIPLINARY PROCEDURES	PAGE 13
1.30	DISPUTE RESOLUTION	PAGE 13
1.31	LANGUAGE	PAGE 13
1.32	AMENDMENTS TO CONSTITUTION	PAGE 13
1.33	DISSOLUTION	PAGE 14
1.34	NATIONAL AWARDS	PAGE 14

**APPENDIX**

<b>A</b>	<b>DEFINITIONS</b>	<b>PAGE 15</b>
<b>B</b>	<b>PROCEDURE FOR AN ANNUAL GENERAL MEETING</b>	<b>PAGE 15</b>
B.1	FREQUENCY OF MEETING	PAGE 15
B.2	PRELIMINARY NOTICE	PAGE 15
B.3	NOMINATION AND AGENDA	PAGE 16
B.4	AGENDA	PAGE 16
	B.4 a QUADRENNAL GENERAL MEETING	PAGE 16
	B.4 b ANNUAL GENERAL MEETING	PAGE 16
B.5	CHAIRMAN	PAGE 17

B.6	REPRESENTATION	PAGE 17
B.7	PROPOSALS	PAGE 17
B.8	VOTES AND VOTING	PAGE 17
B.9	QUORUM	PAGE 17
B.10	REPORTS AND FINANCIAL STATEMENTS	PAGE 17
B.11	PERSONAL HONORARY MEMBERS	PAGE 17
B.12	PATRONS	PAGE 17
B.13	EXECUTIVE, COMMITTEES AND COUNCIL	PAGE 17
B.14	AUDITORS	PAGE 17
B.15	LEGAL ADVISOR	PAGE 17
B.16	NOMINATIONS FROM THE FLOOR	PAGE 18
B.17	VACANCY	PAGE 18
B.18	TRANSACTION OF ANY OTHER BUSINESS	PAGE 18
B.19	MINUTES	PAGE 18
B.20	SPECIAL GENERAL MEETING.	PAGE 18
B21	GENERAL COUNCIL MEETINGS	PAGE 18
B22	MEETING NOTICE PERIODS	PAGE 19
C	C1 LIFE MEMBERS – CRITERIA	PAGE 19
	C2 CRITERIA	
D	PERSONAL HONORARY MEMBERS – CRITERIA	PAGE 19
E	PATRONS – CRITERIA	PAGE 20
F	BOUNDARIES	PAGE 20

# **SOUTH AFRICAN TABLE TENNIS BOARD**

## **CONSTITUTION**

### **GENERAL NOTE:**

The South African Table Tennis Board, hereafter referred to as SATTB  
The International Table Tennis Federation, hereafter referred to as ITTF  
The Annual General Meeting hereafter referred to as the AGM.  
The United Schools Sports Association of South Africa, hereafter referred to as USSASA  
African Table Tennis Association, hereafter referred to as the ATTF  
Arbitration Foundation of Southern Africa hereafter referred to as AFSA  
South African Sport Confederation and Olympic Committee hereafter referred to as SASCOC

### **1.1 NAME**

- 1.1.1 The Association shall be called the South African Table Tennis Board, referred to elsewhere in these Rules by its abbreviated title, "SATTB".

### **1.2 COMPOSITION**

- 1.2.1 SATTB shall consist of the affiliated table tennis organisations referred to elsewhere in these Rules as "Associations", controlling the sport in accordance with the principles of the SATTB in any territory generally regarded as constituting a provincial, historical or any other unity within the borders of South Africa.

### **1.3 PRINCIPLES**

- 1.3.1 The principles of the SATTB shall be general unity of action, mutual respect of Associations in their dealing with one another and the inadmissibility of discrimination against Associations or individuals on racial, political, religious or other grounds.
- 1.3.2 SATTB shall observe the general and fundamental principles of the Olympic Charter and no provision of these Rules shall be deemed to conflict with or derogate from these principles.
- 1.3.3 The principles of the South African Sport Confederation and Olympic Committee (SASCOC) shall be upheld by the SATTB.

### **1.4 OBJECTIVES**

- 1.4.1 The objectives of the SATTB shall be:
  - 1.4.1.1 to uphold the principles of SATTB and to develop the spirit of friendship and mutual assistance among the Associations and players;
  - 1.4.1.2 to be fully representative of the sport of Table Tennis in South Africa;
  - 1.4.1.3 to actively ensure that no discrimination exists within SATTB on grounds of race, politics, religion, creed or any other grounds;
  - 1.4.1.4 to affiliate directly with the International Table Tennis Federation (ITTF) and to uphold the Rules and Regulations of Table Tennis as laid down by the ITTF;
  - 1.4.1.5 to control under the auspices of the Associations concerned, the SATTB Inter-Regional Tournaments, the SATTB Championships and national competitions;

- 1.4.1.6 to promote and arrange international tours to and from South Africa by international teams and players and to control the teams and players that play against these international teams and players;
- 1.4.1.7 to employ the funds of SATTB in such a manner as may be expedient in the interests of South African Table Tennis;
- 1.4.1.8 to accept, take over, or otherwise acquire all such Cups or other Trophies as may be approved by SATTB, to regulate the conditions under which such trophies shall be competed for and to provide for the proper custody, insurance, protection, exhibition, awarding, distribution, or loan of or other dealing with all or any such Cups and Trophies as aforesaid;
- 1.4.1.9 to take and do all such measures as would directly or indirectly assist in the attainment of the objectives of SATTB;
- 1.4.1.10 to affiliate to any other body which will facilitate the advancement and promotion of the sport;
- 1.4.1.11 to decide all doubtful or disputed questions as the Laws and all matters relating to the game.

## **1.5 OFFICE**

- 1.5.1 The location of the Administrative Offices of the SATTB shall be in a place, as determined by the Executive Committee, to provide for effective administration of Table Tennis.

## **1.6 MANAGEMENT**

- 1.6.1 The governing body of SATTB shall be the General Meeting, consisting of the assembled representatives of Associations.
  - 1.6.1.1 Each Member “in good standing” shall be entitled to vote as laid down under Voting Powers.
- 1.6.2 A General Meeting shall normally be held once every year and shall be known as the “Annual General Meeting”, referred to elsewhere in this Constitution as “AGM”.
- 1.6.3 Between AGMs the work of SATTB shall be managed, in accordance with policy decided by the AGM, or by a General Council, which shall administer the finances of SATTB and to which the AGM may delegate any of its powers.
  - 1.6.3.1 The General Council shall be composed of the Executive Committee, and one representative from each Member affiliated to SATTB as specified in 1.8
  - 1.6.3.2 The Executive Committee shall be composed of the following persons:
    - President
    - Vice President Administration
    - Vice President Finance
    - Vice President Transformation
    - Vice President National Competitions
    - Vice President Coaching Development
    - Vice President Technical Development
    - And 3 Co-opted Members
- 1.6.4 A full time Secretariat may be appointed by the Vice President – Administration in order to perform the day to day tasks of the Executive Committee and to man the Offices of SATTB.
  - 1.6.4.1 The Secretariat shall compose of the staff necessary to carry out the work of SATTB as deemed expedient from time to time.
  - 1.6.4.2 The Executive Committee may appoint a Chief Executive Officer (CEO)

## **1.7 OFFICERS**

- 1.7.1 The Officers of SATTB shall be the President, Vice President of Administration, Vice President of Finance, Vice-President for Transformation, and the Chief Executive Officer (CEO).
- 1.7.2 A vacancy in any office other than that of President which arises between AGMs shall be filled by the General Council, but if the President resigns or is unable to continue, a Special General Meeting shall be called to elect a new President.

## **1.8 GENERAL COUNCIL**

- 1.8.1 The General Council shall consist of the duly elected Executive Committee and duly accredited representatives of each affiliated Member "in good standing".
- 1.8.2 The Affiliated Member shall notify the Vice President Administration in writing, at least 14 days prior to the AGM and General Council Meetings, of their duly nominated representative and alternate representative.
- 1.8.3 The General Council meeting shall be called if necessary at the discretion of the Executive Committee or by the request of four (4) Full Members, but shall otherwise conduct its business by correspondence.
- 1.8.4 The Chairman at a General Council meeting shall normally be the President, or, in his absence, any one of the Vice Presidents excluding the Vice President for Administration.
- 1.8.5 In the period between AGM's any vacancy other than President arising in the membership of the General Council may be filled by simple majority vote at a General Council, but no temporary substitute shall be permitted to attend a General Council meeting or to conduct Council business in place of a member absent or indisposed. A proxy may not substitute executive Committee members. In the event of a Delegate not present he/she may not be represented by a proxy except by a notification in advance.
- 1.8.6 The Executive Committee or the General Council shall have the power to appoint consultants to itself or to any Special Commission, the responsibilities and rights of these consultants shall be defined in writing at the time of the appointment.
- 1.8.7 The SATTB Yearly Financial Statements shall be approved at a General Council Meeting within four (4) months from the end of the financial year. The SATTB's financial year shall end on the 31<sup>st</sup> March each year.

## **1.9 MANAGEMENT COMMITTEE**

- 1.9.1 A Management Committee (MC), consisting of the Vice President of Administration together with four (4) other members of the Executive Committee, will be responsible for dealing with the day-to-day business of the SATTB.
- 1.9.2 The Management Committee will not make any decisions related to Team Selections or appointment of Officials for Tournaments or Meetings at which the SATTB is to be represented.
- 1.9.3 The Executive Committee members appointed to the Management Committee will, where practical, been drawn from those members residing in the same or adjacent cities or towns in which the Vice President Administration resides.

## **1.10 EXECUTIVE COMMITTEE**

- 1.10.1 An Executive Committee, consisting of the President, Vice President Administration, Vice President Finance, Vice President Transformation, Vice President Competitions, Vice President Coaching Development, Vice President Technical Development and 3 co-opted Members shall have the power to deal with current or

urgent business and duly reporting to the General Council.

- 1.10.2 The Executive Committee shall meet during the period between AGM's and otherwise when convened by the President, but at least four (4) times a year. An Executive Committee meeting is to be held before a Council meeting.
- 1.10.3 The Executive Committee shall at its first meeting, after the AGM at which the officers were elected, consider the nominations received from the Affiliates for persons to serve on the various Commissions and Committees and co-opt the members necessary to maintain gender and demographic equity as well as confirm the nomination of the representative responsible for school sport.
- 1.10.4 The Executive Committee shall be allowed to consider persons not formally nominated by Associations if it believes that such persons will assist the SATTB to meet its transformation, gender equity and inclusion strategy goals.
- 1.10.5 The Executive Committee may also co-opt persons to serve on the Executive Committee or Commissions when vacancies arise. Co-opted members must be confirmed at the next General Council Meeting. The co-opted members will serve until the next AGM at which time the vacancy will be filled by electing new members in the case of the Executive Committee Vacancies or calling for nominations in the case of Commission Vacancies.

## **1.11 EXECUTIVE BOARD**

- 1.11.1 An Executive Board, consisting of the Executive Committee and the Secretaries of all the Commissions, shall initiate and review proposals for the development of table tennis and appoint members of the Commissions.
- 1.11.2 The Executive Board shall determine the terms of reference for the Transformation & Inclusion Commission, Marketing & Sponsorship Commission, Competitions and National Tournaments Commission, Coaching Development Commission, Technical Development Commission and Athletes Commission.
- 1.11.3 The Executive Board shall determine the terms of reference of any other special Commission, working group or panel that it may from time to time establish. This will include the appointment of a Disciplinary Committee when the need arises.
- 1.11.4 The Executive Board shall meet during the period between AGM's and otherwise when convened by the President, but at least four (4) times a year. An Executive Board meeting will be held before or immediately after a Council Meeting.

## **1.12 COMMISSIONS**

- 1.12.1 Each Commission will consist of a Vice President who will chair the Commission and at least two (2) appointed members.  
The President will be Ex-Officio on each Commission.
- 1.12.2 The Executive Committee will appoint the Secretary for each Commission.
- 1.12.3 Commissions shall conduct their business by correspondence.
- 1.12.4 The Secretary of each Commission shall submit an annual report to the Executive Board detailing the work it had undertaken in the previous year.
- 1.12.5 A member of a Commission who does not, within a reasonable specified period, express in writing an opinion on a written proposal circulated on behalf of the Chairman of that Commission shall be considered to have agreed to any resulting recommendation submitted to the Executive Committee in the name of that Commission.

## **1.13 TRUSTEES**

- 1.13.1 The President, Vice President Administration, Vice President Finance, Vice President Transformation shall be appointed Trustees for the purpose of purchasing, leasing or otherwise dealing with the Assets and Liabilities of the SATTB.
- 1.13.2 The Trustees, and each of them and their respective estates and effects, shall be fully and effectually indemnified out of the property and funds of the SATTB from and against all personal risk and expense as a result of their actions taken in good faith as such trustees.

## **1.14 ELIGIBILITY FOR OFFICE**

- 1.14.1 Nominations for SATTB Officers and nominees of Commissions may only be made with the consent of the Association of which the nominee is a registered member. If the consent is revoked after the nominee has been appointed he/she may be removed from his/her post only by agreement of a two-thirds majority vote of the General Council. Persons elected on Committees and Commissions may be removed from their posts if they do not perform to the satisfaction of the Executive Committee of the SATTB.
- 1.14.2 A nominee of an Association who is not "in good standing" shall not be eligible for election or co-option.
- 1.14.3 No person shall at one time serve on more than one elected committee, and no more than four such posts per committee shall be occupied by members of one Association.
- 1.14.4 The nomination for Vice President of the Technical Development Commission shall be from the ranks of the International Umpires affiliated to the SATTB.
- 1.14.5 At least half of the members of the Technical Development Commission shall be International Umpires affiliated to the SATTB.
- 1.14.6 A paid official of the SATTB shall not serve as an Officer or as a member of the General Council or a Committee.
- 1.14.7 All Officers and members of the Commissions shall retire at the AGM on the anniversary of their fourth (4) years of office, but shall be eligible for re-election.
- 1.14.8 The elected members of the SATTB shall be South African Citizens or persons holding dual citizenship of the Republic of South Africa and any other country.
- 1.14.9 The co-opted and appointed members of the SATTB shall not necessarily be South African Citizens or persons holding dual citizenship of the Republic of South Africa and any other country.

## **1.15 MEMBERSHIP**

### **1.15.1 FULL MEMBERSHIP**

- 1.15.1.1 Membership shall be open to duly constituted Associations having at least fifty (50) members and at least six (6) clubs.
- 1.15.1.2 There must be a minimum of eight (8) athletes with disabilities with at least four (4) athletes with physical disabilities (any class); two (2) athletes with hearing impairment and two (2) athletes who are Intellectually Impaired (Class 11).
- 1.15.1.3 There must be a minimum of 4 boys and 4 girls under the age of seventeen (17)
- 1.15.1.4 There must be a minimum of fifteen (15) female athletes
- 1.15.1.5 Only one Association's membership may be accepted on application per area as specified in the Rules and Regulations.
- 1.15.1.6 The area boundaries shall be conferred by the AGM on due receipt of the completed official application form.

- 1.15.1.7 Membership shall only be conferred by the AGM and Council Meetings on due receipt of the completed official application form and payment of the necessary fees.
- 1.15.1.8 The Executive Committee may confer interim membership until ratified at the AGM or Council meeting
- 1.15.1.9 An application for full membership shall be successful if it receives a two thirds (2/3) majority of those eligible to vote at the AGM or Council Meetings.
- 1.15.1.10 Voting powers of full membership shall be in accordance with the structure as laid down under Voting Powers.

#### **1.15.2 ASSOCIATE MEMBERSHIP**

- 1.15.2.1 Associate membership shall be open to Associations and Clubs not meeting the requirements of clause 1.15.1.1, and any National Body catering for the organisation of Table Tennis.
- 1.15.2.2 Only one Association's membership may be accepted on application per area as specified in the Rules and Regulations.
- 1.15.2.3 The area boundaries shall be as specified by SATTB.
- 1.15.2.4 Membership shall only be conferred by the AGM or Council Meeting on due receipt of the completed official application form and payment of the necessary fees.
- 1.15.2.5 An application for Associate membership shall be successful if it receives a two thirds (2/3) majority of those eligible to vote at an AGM or Council Meeting.
- 1.15.2.6 Voting power of Associate membership shall be confined to a single vote per Associated Member or National Body and shall be in accordance with the structure as laid down under Clause 1.19 VOTING POWERS (1.19.1.4). Clubs with Associate Member status will have no vote.

#### **1.15.3 PROVINCIAL MEMBERSHIP**

- 1.15.3.1 Any Provincial coordinating body having two or more constituent members will be eligible for Provincial Membership of the SATTB. Such bodies will be exempt from paying any affiliations fees and will be allowed to attend Annual General Meetings, Special General Meetings and General Council Meetings, but will not be allowed to vote.

#### **1.15.4 LIFE MEMBERS**

Life membership is the highest honor the Board can bestow on any person and the proposed Candidates must satisfy the conditions as set out in B22.1  
Only Personal Honorary Members can qualify for Life Membership.

#### **1.15.5 PERSONAL HONORARY MEMBERS**

- 1.15.5.1 Nominations for Personal Honorary members must be forwarded to the Secretariat, by an appropriate Association, for approval by the Executive Committee for presentation at the AGM with a motivation and CV as per criteria under Appendix C.
- 1.15.5.2 Personal Honorary Members shall be conferred on duly nominated persons by a two thirds (2/3) majority vote of the AGM.
- 1.15.5.3 Personal Honorary Members may only be conferred on an individual person and may be revoked under special circumstances.
- 1.15.5.4 The Executive Committee of the SATTB may also forward nominations for Personal Honorary Members with the necessary motivations.
- 1.15.5.5 Names of all present Personal Honorary Members are to be published in the SATTB official Handbook.

**1.15.6 SOCIAL MEMBERS**

Social Members shall not be liable for any Capitation Fees but their names should be forwarded to the SATTB. Social Members are defined as players not participating in League matches or Tournaments.

**1.16 PATRONS**

- 1.16.1 The AGM shall have the power to elect Patrons who have been nominated in accordance with the nomination procedure.
- 1.16.2 Patrons may only be conferred on an individual person and may be revoked under special circumstances.

**1.17 AFFILIATION**

**1.17.1 ASSOCIATION SUBSCRIPTIONS**

- 1.17.1.1 Each Association shall pay an annual affiliation fee, in South African currency, of the amount specified at the AGM.
- 1.17.1.2 The first affiliation fee shall be paid with the application for membership and subsequent affiliation fees shall be due on 1 January of each year and be paid by 30th April. A full list of all members and their personal details must accompany the annual form.
- 1.17.1.3 All SATTB Executive members, Association Executive members and members of SATTB Commissions must be registered members of the SATTB.
- 1.17.1.4 Members moving to another Association from the one where he/she was originally registered must obtain a clearance certificate.

**1.18 ELECTIONS**

- 1.18.1 Elections of the Executive Committee shall take place quadrennially at an AGM and those persons elected shall hold office for a period of four (4) years.
- 1.18.2 The outgoing Executive Committee shall appoint an electoral officer who shall not be a nominee for membership of the new Executive Committee.
- 1.18.3 Only members of affiliated Associations “in good standing” shall be eligible for election and then only if the nominations has been carried out in accordance with the nomination procedure.
- 1.18.4 Elections shall be carried out in accordance with the procedures of voting as set out in Clause 1.19.

**1.19 VOTING POWERS**

**1.19.1 REPRESENTATION**

- 1.19.1.1 Associations shall be entitled to a number of votes in proportion to the number of registered members duly registered at the date 60 days prior to the date of the meeting.
- 1.19.1.2 The Associations must be “in good standing” at that date.
- 1.19.1.3 Full Member Affiliates shall be entitled to the following number of Votes:  
Less than 500 members ..... 2 Votes  
501 Members and over ..... 3 Votes  
Associations only need to have one (1) delegate present at meetings who will be entitled to all the number of votes that specific Affiliate is entitled to (2 or 3).
- 1.19.1.4 Associate Members shall be entitled to one (1) vote.
- 1.19.1.5 The Delegates shall be registered Members and their names shall be

notified in writing to the Secretariat fourteen (14) days before the meeting.

- 1.19.1.6 Substitution shall be allowed but shall be confirmed in writing at registration at the meeting. Proxies must have specific instructions from the Association he/she is representing.

## **1.19.2 VOTES AND VOTING**

- 1.19.2.1 The Executive Committee members shall have voting powers and are entitled to one (1) vote each to: President, Vice President Administration, Vice President Finance, Vice President Transformation, Vice President Competitions, Vice President Coaching Development, Vice President Technical Development and each of the co – opted members. No votes are appointed to paid full time or part time officials of the SATTB.
- 1.19.2.2 A Duly accredited Delegate shall be entitled to cast the number of votes the Affiliate he represents is entitled to.
- 1.19.2.3 Voting shall be by show of hands, however a Delegate may propose that a specific vote be done by ballot whereupon, by a 20% show of hands, that specific vote shall be carried out by ballot.
- 1.19.2.4 Unless otherwise provided for, all matters for which a vote is called shall be decided by a simple majority.
- 1.19.2.5 In the event of a deadlock in the vote, the President shall have a casting vote.
- 1.19.2.6 Personal Honorary Members and Life Members are not eligible to vote.

## **1.19.3 PROXIES**

- 1.19.3.1 An Association's duly nominated proxy delegate shall be accepted at any SATTB meeting, but shall be confirmed in writing fourteen (14) days before the meeting.
- 1.19.3.2 Proxy delegates must have specific written instructions from the Association he/she is representing.
- 1.19.3.3 Members of the Executive Board, excluding the President and Vice President Administration shall be allowed a dual function as a member of the Executive Board and as a proxy delegate for an Association.

## **1.19.4 QUORUM**

- 1.19.4.1 A quorum shall consist of not less than fifty percent plus one of the total number of votes of Associations in good standing who are entitled to vote at that meeting.
- 1.19.4.2 In the event of there being no quorum the Chairperson shall adjourn the meeting for one day whereupon the Delegates present shall constitute a quorum.
- 1.19.4.3 Any member who did not attend a meeting or did not appoint a proxy will be fined an amount of one thousand Rand (R1000.00).

## **1.20 POWERS AND DUTIES OF OFFICIALS**

- 1.20.1 The powers and duties of the elected appointed officials of SATTB shall be set by the AGM.

## **1.21 BOUNDARIES**

- 1.21.1 The boundaries of Member Associations shall be as set by the Provincial Demarcation Boards, (7 demarcation areas), and by the Provincial Sport Authority.

## 1.22 FINANCE

- 1.22.1 The financial functions and procedures shall not contravene the requirements of any Law pertaining to the financial records of SATTB.
- 1.22.2 A firm of Chartered Accountants and Auditors shall be appointed to examine the financial records of SATTB and to issue a report to the members.
- 1.22.3 The financial records shall be kept for periods of twelve (12) months commencing on 1<sup>st</sup> April each year and ending on 31<sup>st</sup> March of the following year.

## 1.23 TOURNAMENTS

- 1.23.1 SATTB shall arrange and control all National Tournaments.
- 1.23.2 The various Associations shall make application 6 weeks prior to the AGM to stage the specific National Tournament for the following year, providing the following proposals:
- 1.23.2.1 The proposals shall include the possible venue, the number of playing tables that can be accommodated and an indication of the type of equipment to be used.
- 1.23.2.2 The proposals shall include the availability of accommodation facilities along with the present cost of such as well as the maximum number of people that can be accommodated.
- 1.23.2.3 Financial support from the Provincial Sport Authority or Sponsorship that provides for the cost of venue hire, medals, prize money and tournament officials.
- 1.23.3 SATTB shall arrange tournaments in accordance with SATTB Rules and Regulations

## 1.24 COLOURS

- 1.24.1 Colours shall be BLACK/RED/GREEN/GOLD.

### 1.24.2 OFFICIAL UNIFORM

- 1.24.2.1 The official uniform of SATTB shall be as follows:  
Representative Players for South African Sport Confederation and Olympic Committee (SASCOC) sanctioned events: The colours, a blazer with approved blazer badge, flannels/skirt, shirt/blouse, tie or scarf, as adopted by the South African Sport Confederation and Olympic Committee (SASCOC)  
**Manager and/or Non-Playing Captain:** The same as for the Representative Players except that the approved blazer badge shall have an attached scroll, indicating "Manager" or "Captain" and including the year.  
**Executive Members:** A black blazer or casual jacket with the approved SATTB Executive badge or grey flannels/skirt, white shirt/blouse and official SATTB black tie or scarf, with diagonal green and gold stripes.  
**Life Members:** A black blazer or casual jacket with the approved SATTB badge with Life Member scroll and the year of election, grey flannels/skirt, white shirt/blouse and official SATTB black tie or scarf, with diagonal green and gold stripes.  
Life members to be issued with a SATTB badge and tie.

**National Umpires:** A black blazer or casual jacket with the approved SATTB badge with National Umpire scroll, grey flannels/skirt, white shirt/blouse and official SATTB black tie or scarf, with diagonal and gold stripes.

INTERNATIONAL UMPIRES: - ITTF

### **1.24.3 NATIONAL PLAYING UNIFORM**

1.24.3.1 The official playing colours to be worn by players representing the SATTB as the Official National Table Tennis Team shall be:

1.24.3.1.1 The approved playing colours as adopted by the South African Sport Confederation and Olympic Committee (SASCOC) for SASCOC sanctioned events. Plain white socks and sports shoes are to be worn.

1.24.3.2 In the event of a cardigan or pullover being worn it shall be of the same colour as the official shirt..

1.24.3.3 No part of the official playing uniform shall be worn during Inter-Provincial fixtures or League fixtures.

1.24.3.4 Players playing in the SA Tournaments may only play in National Colours if they have been awarded those Colours by the SATTB.

### **1.24.4 NATIONAL COLOURS**

1.24.4.1 National colours shall only be awarded on selection by the duly constituted Selection Committee and approved by the Executive Committee.

### **1.24.5 PROVINCIAL COLOURS**

1.24.5.1 Provincial Colours shall be approved by the Provincial Sports Councils and registered with the SATTB.

1.24.5.2 Players playing in the open SA Tournaments may only play in Provincial Colours if they have been awarded those Colors by their Province or Associate.  
(This should be stated on the entry forms).

## **1.25 PREVENTION OF UNAUTHORISED MATCHES**

1.25.1 No affiliated Association, Club or Player shall take part in a competition or match against players or teams consisting of players outside the jurisdiction of SATTB except:

1.25.1.1 In the case of Affiliated Associations with the consent of SATTB.

1.25.1.2 In the case of clubs and players with the consent of the Association to which they are registered, which shall obtain the prior approval of SATTB.

## **1.26 PUBLICATIONS**

1.26.1 SATTB shall produce and maintain a handbook containing updated copies of the following:

- SATTB Constitution
- SATTB Rules and Regulations
- SATTB Disciplinary Code
- ITTF Constitution

- ITTF Rules and Regulations
- All other relevant information

One copy shall be distributed to Affiliates free of charge, and additional copies will be available at a charge.

## **1.27 RECOGNITION**

- 1.27.1 SATTB undertakes to recognise the Life Members and Patrons of the founding bodies. Life Members shall be called Personal Honorary members.
- 1.27.2 SATTB undertakes to recognise the respective records and achievements of the present and past members of the founding bodies of SATTB.
- 1.27.3 The respective award winners of the founding bodies shall continue to be recognised in the historical records of SATTB.

## **1.28 LEGAL ADVISER**

- 1.28.1 The Executive Committee shall appoint a Legal Adviser to assist SATTB in all legal matters, when required.

## **1.29 DISCIPLINARY PROCEDURES**

- 1.29.1 Disciplinary Procedures shall be as defined in the SATTB Rules and Regulations and Disciplinary Code.

### **1.29.2 PENALTIES**

- 1.29.2.1 Penalties shall be as defined in Rules and Regulations and Disciplinary Code.
- 1.29.2.2 Any penalty imposed by either SATTB Executive or the Disciplinary Committee shall be observed by all Affiliated Associations and registered members under the jurisdiction of SATTB.
- 1.29.2.3 The imposition of a penalty of whatever nature shall not preclude the accused from appeal against such penalty.

## **1.30 DISPUTE RESOLUTION**

- 1.30.1 Any dispute arising out of or in connection with the enforceability of this Constitution, or the application and interpretation of the provisions hereof, or any dispute between any members of the SATTB or between a member and the Executive Committee or the SATTB itself, shall be referred to the Arbitration Foundation of Southern Africa (AFSA) for resolution through mediation or expedited arbitration in terms of the Rules and Procedures for the Resolution of Disputes in Sport, prevailing at the time such dispute is so referred.
- 1.30.2 In the event of arbitration in terms of the foregoing, such resolution shall be final and binding on the parties in the dispute.

## **1.31 LANGUAGE**

- 1.31.1 The correspondence and proceedings of SATTB be conducted in such language convenient for the appropriate tasks and within the resources of SATTB, as may be determined from time to time by the General Council
- 1.31.2 All languages of SATTB members are equally official and representatives shall be entitled to address the meetings of SATTB in their own language, subject to their provision for interpretation into one of the working languages fixed for use at that meeting.
- 1.31.3 Notwithstanding the above clauses, the general medium of communication shall be in English, which shall be considered the language in which the AGM shall be

- conducted.
- 1.31.4 The English version of this Constitution and Rules and Regulations shall be considered the definitive version.

### **1.32 AMENDMENTS TO CONSTITUTION, RULES AND REGULATIONS AND DISCIPLINARY CODE**

- 1.32.1 No alteration, deletion or addition shall be made to this Constitution Rules and Regulations and Disciplinary Code, except at an AGM, or at a Special General Meeting called for that purpose.
- 1.32.2 A decision of the General Council shall not be rescinded or modified except at an AGM or at a Special General Meeting called for that purpose.
- 1.32.3 No item shall be considered under this section unless it is proposed, in writing, to the Secretariat at least twenty five (25) days prior to the date of the meeting authorised to consider such a proposal.
- 1.32.4 No such alteration, deletion, addition, recession or modification shall take place unless it is passed by a two thirds (2/3) majority of those present and entitled to vote.

### **1.33 DISSOLUTION**

- 1.33.1 In the event of the disbanding of SATTB, all net assets standing to the credit of SATTB after a period of five years has elapsed, shall be transferred to the South African Sport Confederation and Olympic Committee (SASCOC).

### **1.34 NATIONAL AWARDS**

- 1.34.1 The SATTB will make annual awards to members nominated by the Affiliates of the SATTB.
- 1.34.2 The National Executive Board of the SATTB will determine the persons who will receive the annual awards and their decision will be final and binding.
- 1.34.3 The SATTB may bestow names on these awards to honour persons who would have contributed to the development and well being of the sport over many years and whose contribution was considered to be extraordinary.
- 1.34.4 The Errol Vawda Award will be presented to an Official who has shown outstanding dedication to the sport of table tennis.
- 1.34.4.1 The nominee may be an Administrator, Coach or Technical Official.
- 1.34.5 The Senior Female and Senior Male player of the year awards will be open to players who have competed in the previous two National Championships for Seniors.
- 1.34.6 The Junior Female and Junior Male player of the year awards will be open to players who have competed in the previous two National Championships for Juniors.
- 1.34.7 All nominees must be good role models and must not have brought the image of the sport into disrepute.
- 1.34.8 Until such time as separate awards are defined for athletes with disabilities these awards will be open to all Full Members and Associate Members of the SATTB.

## APPENDIX

### A. DEFINITIONS

**“in good standing”** – shall mean that all obligations to SATTB, Full Member or Associated Member, in terms of this Constitution and Regulations have, been met.

**Organisation** - A group of persons from one area, or other unity, formed together to further the game of table tennis.

**Region** - shall mean an affiliated Provincial Association in good standing.

**Affiliated** - refers to an organisation that is “in good standing” with SATTB.

**Member** - shall mean any person, player or non-player, duly registered with SATTB

**District** - shall mean an affiliated District Association in good standing, not falling under the jurisdiction of a Provincial Association.

**Club** - shall mean an affiliated Club in good standing, not falling under the jurisdiction of any Association Club or any other affiliated Organisation.

**Association** - shall mean the status afforded affiliated bodies recognised by SATTB, Full Member or Associated Member

### B. PROCEDURE FOR AN ANNUAL GENERAL MEETING

#### B1 FREQUENCY OF MEETING

The Annual General Meeting shall be held during SA Senior Open Tournament every year.

#### B2 PRELIMINARY NOTICE

The Secretariat of SATTB shall circulate all Associations with a Preliminary Notice of Meeting not less than 45 days before the Meeting.

The Notice shall:

- i) State the time and date and place of the meeting
- ii) Call for nominations for election to the Executive Committee when and where applicable consisting off: President, Vice President Administration, Vice President Finances, Vice President Transformation, Vice President Competitions, Vice President Coaching Development, Vice President Technical Development.
- iii) Call for nominations for the appointment of at least 2 Commission members for each off the following Commissions:  
Transformation and Inclusion Commission  
Marketing & Sponsorship Commission  
National Competitions and Tournaments Commission  
Coaching Development Commission  
Technical Development Commission.  
Athletes Commission.
- iv) Call for nominations for Legal Adviser and Auditors.
- v) Call for nominations for Personal Honorary Members and Patrons.
- vi) Call for proposed amendments to the Constitution.
- vii) Call for proposed amendments to the Rules and Regulations.
- viii) Call for proposed amendments to the Disciplinary Code.
- ix) Call for resolutions from Associations.
- x) Call for notice of any other matter, which may be proposed for discussion and/or decision at the Meeting.

### **B.3 NOMINATIONS AND AGENDA**

All nominations together with all Notices of proposed amendments and additions to the Constitution and Rules and Regulations and Disciplinary Code together with any important items for discussion at the Meeting, shall be given in writing to the Secretariat at least 45 days before the Meeting for inclusion in the official Agenda for the Meeting.

### **B.4 AGENDA**

#### **B.4 a**

It shall be the duty of the Secretariat to circulate the Notice of Meeting, together with Agenda of the Quadrennial General Meeting to all Associations at least 21 days before the date of the Meeting.

The Agenda shall include inter alia the following:

- i) Registration of 'Delegates' credentials.
- ii) Notice convening the Meeting.
- iii) Minutes of the previous AGM and any Special General Meeting held since the last AGM.
- iv) Matters arising from these minutes.
- v) Presidential address.
- vi) The Vice President Administration Report incorporating reports from Vice Presidents Transformation, Coaching Development and Technical Development.
- vii) Competitions Commission's Report on Tournaments.
- viii) Applications for affiliation from new members.
- ix) Proposed Amendments to the Constitution
- x) Proposed Amendments to the Rules and Regulations.
- xi) Proposed Amendments to the Disciplinary Code.
- xii) Resolutions from Associations.
- xiii) The names of all persons nominated for election when and where applicable:
  1. Executive Committee consisting of President, Vice President Administration, Vice President Finance, Vice President Transformation, Vice President Coaching Development, Vice President Technical Development and Vice President Competitions.
  2. Names of the persons nominated for appointment to the Commissions.
  3. Legal Advisor
  4. Auditors.
- xiv) The names of all nominations as approved by the Executive Committee for Personal Honorary Members and Patrons with the necessary CV's and motivations.
- xv) Any other matters.

#### **B.4 b**

It shall be the duty of the Secretariat to circulate the Notice of Meeting, together with Agenda of the Annual General Meeting to all Associations at least 21 days before the date of the Meeting.

The Agenda shall include inter alias the following:

- i) Registration of 'Delegates' credentials.
- ii) Notice convening the Meeting.
- iii) Minutes of the previous AGM and any Special General Meeting held since the last AGM.
- iv) Matters arising from these minutes.
- v) Presidential address.
- vi) The Vice President Administration Report incorporating reports from Vice Presidents Transformation, Coaching Development and Technical Development.
- vii) Competitions Commission's Report on Tournaments.
- viii) Applications for affiliation from new members.
- ix) Proposed Amendments to the Constitution
- x) Proposed Amendments to the Rules and Regulations.

- xi) Proposed Amendments to the Disciplinary Code.
- xii) Resolutions from Associations.
- xiii) The names of all persons nominated for election to fill vacancies where applicable:
- xiv) The names of all nominations as approved by the Executive Committee for Personal Honorary Members and Patrons with the necessary CV's and motivations
- xv) Any other matters.

**B.5 CHAIRMAN**

The President of the SATTB shall preside at the AGM. In his absence any one of the Vice Presidents excluding the Vice President Administration shall act as chairperson and preside over the meeting.

**B.6 REPRESENTATION**

Representation shall be effected as recorded in clause 1.19.1 of the Constitution.

**B.7 PROPOSALS**

Only delegates and members of the elected Committees and Council shall propose any motion of business of the Meeting.

**B.8 VOTES AND VOTING**

Votes and voting shall be effected as recorded in clause 1.19.2 of the Constitution.

**B.9 QUORUM**

The clause 1.19.4 shall be effective with regard to the quorum requirements.

**B.10 REPORTS AND FINANCIAL STATEMENTS**

The reports specified in the Agenda and Financial Statements shall be submitted to the Affiliates at least fourteen (14) days before the AGM.

**B.11 PERSONAL HONORARY MEMBERS**

The Meeting shall have the power to elect Personal Honorary Members.

**B.12 PATRONS**

The Meeting shall have the power to elect Patrons.

**B.13 EXECUTIVE, COMMITTEES AND COUNCIL**

The Meeting shall have the power to elect eligible members to hold office for a period of four (4) years to the respective committees and Council

**B.14 AUDITORS**

The Meeting shall have the power to appoint a duly qualified body of Registered Accountants and Auditors to hold office until the next AGM.

**B.15 LEGAL ADVISOR**

The Meeting shall have the power to appoint a Legal Advisor.

## **B.16 NOMINATIONS FROM THE FLOOR**

If no nomination in writing as provided in clause B.3 herein is submitted, nominations may be accepted from the floor of the Meeting.

## **B.17 VACANCY**

In the event of any position not being filled at the Meeting, other than that of President, then the General Council shall have the right to fill such vacancy in terms of clause 1.8.5 of the Constitution.

## **B.18 TRANSACTION OF ANY OTHER BUSINESS**

The Meeting shall have the power to transact any other business that may be considered expedient in terms of the sport.

## **B.19 MINUTES**

It shall be the duty of the Vice President - Administration to take and record the minutes of the Meeting and to circulate copies of such minutes to all Associations, Life Members and elected persons not later than 45 days after the AGM.

## **B.20 SPECIAL GENERAL MEETINGS**

A Special General Meeting of SATTB may be called at any time by:

- i) The Executive Committee;
- ii) A written request signed by at least 4 Provincial Associations stating the business for which the meeting is requested.

The Secretariat shall within 7 days on receipt of the request, give 30 days notice to all Associations of such Special General Meeting.

Only the business for which the Meeting is convened may be discussed and/or voted on.

The member of the General Council shall be the only person entitled to vote on the subject matter of the Special General Meeting whilst any Member is entitled to attend as an observer.

Clauses B.5, B.6, B.9, B.10 and B.20 of this Regulation shall apply to Special General Meetings.

## **B21 GENERAL COUNCIL MEETINGS – refer to Clause 1.8.3**

**B21.1** The Secretariat of the SATTB shall circulate all Associations with a Preliminary Notice of the Meeting not less than 60 days before the Meeting.

The Notice shall:

- i) State the time and date and place of Meeting.
- ii) Call for resolutions from Associations.
- iii) Call for notice of any other matters which may be proposed for discussion and/or decision at the Meeting.

**B21.2** All Notices of proposed amendments and additions to the Constitution, Rules and Regulations and Disciplinary Code together with any important items for discussion at the Meeting shall be given in writing to the Secretariat at least 45 days before the Meeting for inclusion in the official Agenda for the Meeting.

### **B21.3 AGENDA**

- i) Registration of 'Delegates' credentials.
- ii) Notice convening the Meeting.
- iii) Approval of Minutes of last Council Meeting or any Special General Meeting.
- iv) Matters arising from these Minutes.
- v) President's Interim Report.
- vi) Vice President Finance Report.  
(Approval of Annual Financial Statements at first Council Meeting of the year).

- vii) General – Any other matters.

**B22 MEETING NOTICE PERIODS**

B22.1 The Vice President Administration must ensure that notice for meetings are sent out with the following time frames:

- i) Notice of Management Committee meeting – 5 days.
- ii) Notice of Executive Committee meeting – 14 days.
- iii) Notice of Executive Board Meeting – 21 days.
- iv) Preliminary Notice of a General Council or Annual General Meeting – 45 days.
- v) Affiliates requesting the convening of a Special General Meeting must give notice to the Vice President Administration at least 45 days prior to the date of the proposed meeting.
- vi) Affiliates wishing to have items placed on the agenda for General Council or Annual General Meetings must give notice to the Vice President Administration at least 25 days before the scheduled meeting. These items will then be placed on the Agenda for that meeting.

**C LIFE MEMBERS**

C1 Life Membership is the highest honor that the Board can bestow on any person. Life Members do not pay yearly subscriptions. They are entitled to free hospitality at National Tournaments (excluding transport). The names of Life Members shall be published in the official SATTB Handbook. All Life Members shall receive a plaque from the Board indicating their status and the date. The names of deceased Life Members shall be placed on the Roll of Honor. Life Membership shall only be bestowed on three (3) to maximum five (5) persons at any one time. Life members shall be issued with official SATTB badge and tie. For Official uniform for Life Members. Refer to Clause 1.22.2.

**C2 Criteria**

- Must have been a Personal Honorary Member with at least 20 years of service to table tennis.
- Must still be alive.
- Must have been actively involved with table tennis since unification.

**D PERSONAL HONORARY MEMBERS**

D1 Noting the significance of being granted the status of a Personal Honorary Member of the SATTB and wishing to ensure that the honor bestowed on only the most deserving individuals, who have demonstrated a life long commitment to table tennis in South Africa, the following criteria are to be used in the evaluation process:

**D2 Criteria**

- Persons nominated must have contributed to the administration, development or coaching of table tennis for a period exceeding 20 years at Provincial level.
- Must have represented his province as a player, coach or manager in 20 Inter-Provincial Tournaments.
- Must have represented South Africa as a player, coach or manager in 10 or more World or Africa team events.
- Must have served as a member of the Executive Committee of the SATTB or as a member of a Sub-Committee for a minimum of 10 years.
- Must have contributed to the promotion and development of the game prior to the unification in 1991 by:
  - a) Having been selected to represented SA as a player, coach, umpire, manager or delegate for at least five (5) times at World Championships.
  - b) Having been selected to represented SA as a player, coach, umpire, manager or delegate for at least ten (10) times on Africa level.
  - c) Having served as an administrator for a period exceeding ten (10) years

at either SATTB or SATTU national executive or twenty (20) years at provincial executive level.

- Must be looked upon as a roll model to the South African table tennis community by displaying good manners, unquestionable integrity and high moral values.
- Must never have brought the game into disrepute by having been responsible for negative publicity or adverse media comments, or having been suspended for any period of time.

D3 Whilst acknowledging that a candidate may not meet all the criteria listed above, the Executive Committee will consider each nomination on it's own merits.

D4 A Maximum of three (3) nominations will be confirmed at any AGM.  
All nominations from Affiliates must be accompanied by the necessary motivation and a CV.

**E PATRONS**  
Criteria

**F BOUNDARIES.**