

# RULES OF THE

## BRISBANE TABLE TENNIS ASSOCIATION INC

### NAME

1. The name of the incorporated association shall be The Brisbane Table Tennis Association Inc (in these Rules called "the Association")

### OBJECTS

2. The objects for which the Association is established are:-
  - (1) As determined by the members, seek affiliation with the Body controlling Table Tennis.
  - (2) To arrange for the representation of the "Association" on any body of a similar nature formed for the purpose of
    - (a) promoting and controlling the game of Table Tennis, and
    - (b) promoting sport generally.
  - (3) To foster, promote, and control the game of Table Tennis in the City of Brisbane in such a way as to enable participation of all persons without distinction of race, colour, or creed.
  - (4) To arrange, regulate, and control all fixture matches, tournaments, championships, and other matches of whatever nature, over which other affiliated bodies do not have sole jurisdiction.
  - (5) To uphold and maintain the Rules and Regulations for the time being in force, namely :-
    - (a).The Laws of Table Tennis as laid down by the TTA and ITTF.
    - (b).The Rules of the Body controlling Table Tennis if affiliated with such Body.
    - (c).The By-laws and Regulations of the Brisbane Table Tennis Association Inc.  
Amended AGM 19/8/1998
  - (6) To provide, furnish, and maintain, a satisfactory headquarters in Brisbane, necessary or convenient for the purposes of the "Association".

### POWERS

3. The powers of the Association are:-
  - (1) To take over the funds and other assets and the liabilities of the present unincorporated association known as the "Brisbane Table Tennis Association".
  - (2) To subscribe to, become a member of and cooperate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 28 (10);

**(3)** In furtherance of the objects of the Association to buy, sell, and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises;

**(4)** To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association:

Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law with regard to such trusts;

**(5)** To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;

**(6)** To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and, other persons as may be necessary or convenient for the purposes of the Association;

**(7)** To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects;

**(8)** To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;

**(9)** To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit;

**(10)** To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;

**(11)** In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate; to guarantee, and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;

- (12)** To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities;
- (13)** To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- (14)** In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association:
- (15)** To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's or any money due to the Association from purchasers and others;
- (16)** To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Associations but subject always to the proviso in sub-rule 3 (4);
- (17)** To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association in the shape of donations, annual subscriptions or otherwise;
- (18)** To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;
- (19)** In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 28 (10);
- (20)** In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of anyone or more of the incorporated associations with which the Association is authorised to amalgamate;
- (21)** In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of this incorporated associations with which the Association is authorised to amalgamate;
- (22)** To make donations for patriotic, charitable or community purposes;
- (23)** To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;

(24) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

### CLASSES OF MEMBERS

4. (1) The membership of the Association shall consist of ordinary members, associate members, social members, junior members and life members: (Amended AGM 19/8/98)

#### Definitions

**Ordinary member** is a regular fixture player who is registered with Table Tennis Queensland (TTQ) through BTTA Inc solely. An ordinary member will be considered for selection when BTTA teams are announced. (Amended AGM 14/9/2000)

**Associate member** is a regular fixture player who is registered with Table Tennis Queensland (TTQ) through another association or club or who has dual registration with TTQ.. An associate member will not be considered for selection when BTTA representative teams are selected (Amended AGM 14/9/2000)

**Social member** is one who may use the facilities of the BTTA Inc but is not entitled to play fixtures.

**Junior members** is one who is under 18 years of age.

*Any member under the age of 18 years does not have a vote at any level of the Association.*

**Life Member.** A life member is one who in the opinion of the council has fulfilled one of the following qualifications:

- (a) Given at least ten (10) years consecutive service as a council member of the Association.
- (b) Given meritorious service in the interests of the Association and the game of Table Tennis over a period of not less than ten (10) years. (Amended AGM 21/9/01)

Not more than 1 Life Member shall be appointed in any one year.

*If more than one nomination is received in any one year the elected member is to be decided by secret ballot and by receiving a seventy-five (75) per cent majority of all votes cast in such ballot.*

Life Members shall be elected at the Annual General Meeting of the Association and shall be entitled to exercise all the privileges of the Association including the privilege of speaking and voting at any General meeting of the Association but shall not on any occasion have a vote as a Life Member if he or she has a vote in any other capacity. Life Members may attend Council Meetings and speak, but not participate in the vote. (Amended AGM 21/9/01)

- (2) The number of members in each class shall be unlimited.

(3) Nominations for Life Members to be in the hands of the Secretary of the Council 60 days prior to the A.G.M. to allow the Council to rule on the eligibility as per rule 4(1). All names to be submitted to the A.G.M. for decision by members as provided for in Rule 4(1).

(Amended AGM 10/9/03)

### **MEMBERSHIP**

5. (1) Every person who at the date of incorporation of the Association was a member of the unincorporated association and who on or before the day of incorporation agrees in writing to become a member of the Association shall be admitted by the Management Committee (hereafter called the Council) to the same class of membership of the Association as that member held in the unincorporated association, and shall not be required to pay any further subscription until the next due date for payment of that subscription.
- (2) Every applicant or nominee for any class of membership of the Association (other than the members of the unincorporated Association referred to in sub rule (1) ) shall be proposed by one member of the Association and seconded by another member. The application for membership shall be made in writing, signed by the applicant and his proposer, and seconder and shall be in such form as the Council from time to time prescribes.

### **MEMBERSHIP FEES**

6. (1) Life members will not be required to pay membership fees.
- (2) Membership fees shall be such sum as determined by the Council from time to time.
- (3) The membership fees shall be payable at such time and in such manner as the Council shall from time to time determine.

### **ADMISSION AND REJECTION OF MEMBERS**

7. (1) At the next meeting of the Council after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Council, who shall thereupon determine upon the admission or rejection of the applicant.
- (2) Any applicant or nominee who receives a majority of the votes of the members of the Council present at the meeting at which such application is being considered shall be accepted as a member to the class of membership for which applied.
- (3) Upon acceptance or rejection of an application for any class of membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

(Amended AGM 21/9/01)

### **TERMINATION OF MEMBERSHIP**

8. (1) A member may resign from the Association at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- (2) If a member-
- (a) is convicted of an indictable offence; or

(b) fails to comply with any of the provisions of these Rules and/or the By-Laws of the Association  
(c) has membership fees in arrears for a period of two months or more; or  
(d) conducts himself/herself in a manner considered to be injurious or prejudicial to the character or interests of the Association,  
the Council shall consider whether his/her membership shall be terminated.

(3) The member concerned shall be given a full and fair opportunity of presenting his/her case and if the Council resolves to terminate his/her membership it shall instruct the Secretary to advise the member in writing accordingly.

### **APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP**

9. (1) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of his/her intention to appeal against the decision of the Council.

(2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within two months of the date of receipt of such notice, a Special General meeting to determine the appeal. At any such meeting the appellant shall be given the opportunity to fully present his/her case and the Council or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.

(3) Where a person whose application is rejected, or whose membership is terminated, does not appeal against the decision of the Council within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the club portion of the fees for the balance of the period for which the fee is related.

### **REGISTER OF MEMBERS**

10. (1) The Council shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.

(2) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatement's of membership and any further particulars as the Council or the members at any General meeting may require from time to time.

(3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

### **MEMBERSHIP OF COUNCIL**

11. (1) The Council of the Association shall consist of a President, Senior Vice-President, Junior Vice-President, Secretary, Treasurer, all of whom shall be ordinary, social or life members of the Association, and such number of ordinary, social or life members as the members of the

Association at any General meeting may from time to time elect or appoint up to a maximum of 16 members.

Any member holding a committee position with any other table tennis association or club (other than Table Tennis Queensland or Table Tennis Australia or their respective successors) is ineligible to be elected to the BTTA Council. (Amended AGM 14/9/2000)

Any member holding a council position who represents another table tennis association or club at a Table Tennis Queensland meeting will be automatically removed from the council unless there are circumstances provided to and accepted by the council, prior to that meeting. (Amended AGM 12/9/2007)

**(2)** At the Annual General meeting of the Association, all the members of the Council for the time being shall retire from office, but shall be eligible upon nomination for re-election.

**(3)** The election of officers and other members of the Council shall take place in the following manner:-

**(a)** Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Council;

**(b)** The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the Secretary at least twenty-one days before the Annual General meeting at which the election is to take place."

**(c)** A list of candidates' names in alphabetical order, with the proposers and seconders names, shall be posted in a conspicuous place in the office or usual place of meeting of the association for at least fourteen days immediately preceding the Annual General Meeting.

**(d)** Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the Annual General meeting, shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;

**(e)** Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

### **RESIGNATION / REMOVAL FROM COUNCIL**

12. **(1)**

time

**(a)** Any member of the Council may resign from membership of the Council at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

**(b)** A member may be removed from office or from the Council at a meeting of the Council where that member shall be given the opportunity to fully present his/her case. The question of removal shall be determined by the vote of the members present at such a meeting of the Council.

**(c)** Any member of the Council who misses three consecutive Council Meetings will be automatically removed from the Council unless there are circumstances provided to and accepted by the Council. (Amended AGM 21/9/01)

### VACANCIES ON COUNCIL

13. (1) The Council shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Council until the next Annual General meeting.
- (2) The continuing members of the Council may act notwithstanding any casual vacancy in the Council, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing, member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a General meeting of the Association, but for no other purpose.

### FUNCTIONS OF THE COUNCIL

14. (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting the Council
- (a) shall have the general control and management of the administration of the affairs, property funds of the Association; **and**
  - (b) shall have authority to interpret the meaning of these Rules and any matters relating to the Association on which these Rules are silent.
  - (c) shall elect an Executive comprising the President, Senior Vice President and Junior Vice President, Honorary Secretary and Honorary Treasurer whose duties shall be to act as a Coordinating Committee and shall act between meetings to handle matters requiring attention.
- (2) The Council may exercise all the powers of the Association
- (a) to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of, debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;
  - (b) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by its bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off such securities; **and**
  - (c) to invest in such manner as the members of the Association may from time to time determine.

### MEETINGS OF COUNCIL

15. (1) The Council shall meet at least once every two calendar months to exercise its functions."

- (2) A special meeting of the Council shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Council, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- (3) At every meeting of the Council simple majority of a number equal to the present number of members elected and/or appointed to the Council shall constitute a quorum. A quorum must be present when any matter is put to a vote. (Amended AGM 21/9/01)
- (4) Subject as previously provided in this rule, the Council may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Council shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- (5) A member of the Council shall not vote in respect of any contract or proposed contract with the Association in which he/she is interested, or any matter arising thereat, and if he/she does so vote his vote shall not be counted.
- (6) Not less than fourteen days notice shall be given by the Secretary to members of the Council of any special meeting of the Council. Such notice shall clearly state the nature of the business to be discussed thereat.
- (7) The President shall preside as Chair at every meeting of the Council, or if there is no President, or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting, the Senior Vice-President shall preside or if he/she is unwilling to do so the Junior Vice President shall be Chair or if the Junior Vice-President is not present at the meeting or is unwilling to do so then the members may choose one of their number to be Chair of the meeting.
- (8) If within half an hour from the time appointed for the commencement of a Council meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Council, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Council may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

### **SUB COMMITTEES**

16. (1) The Council may delegate any of its powers to a subcommittee consisting of such members of the Association as the Council thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Council.
- (2) A sub-committee may elect a Chair of its meetings. If no such Chair is elected, or if at any meeting the Chair is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chair of the meeting.

(3) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

### **VALIDITY OF COUNCIL ACTIONS**

17. All acts done by any meeting of the Council, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such members of the Council, or that the members of the Council or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Council.
18. A resolution in writing signed by all the members of the Council for the time being entitled to receive notice of a meeting of the Council shall be as valid and effectual as it had been passed at a meeting of the Council duly convened and held. Any such resolution may consist of several documents, in like form, each signed by one or more members of the Council.

### **ANNUAL GENERAL OR GENERAL MEETINGS**

19. The first General meeting shall be held at such time, not being less than one month nor more than three months after the incorporation of the Association, and at such place as the Council may determine.
20. (1) The Annual General meeting shall be held within three months of the close of the financial year.
- (2) The business to be transacted at every Annual General meeting shall be -
- (a) Receive and consider the Minutes of the previous Annual meeting.
  - (b) the receiving of the Council reports and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year;
  - (c) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
  - (d) the election of members of the Council;
  - (e) the appointment of an auditor.
  - (f) the appointment of life members of the Association.
  - (g) general business.
21. The Secretary shall convene a Special General meeting
- (1) when directed to do so by the Council; or
  - (2) on the requisition in writing signed by not less than one-third of the members presently on the Council or not less than the number of ordinary members of the Association which equals double the number of members presently on the Council plus one. Such requisition shall clearly state the reasons why such Special General meeting is being convened and the nature of the business to be transacted thereat; or

(3) on being given a notice in writing of an intention to appeal against the decision of the Council to reject an application for membership or to terminate the membership of any person.

22. (1) At any General meeting the number of members required to constitute a quorum shall be double the number of members presently on the Council plus one.

(2) No business shall be transacted at any General meeting unless a quorum of members is present. For the purposes of this rule "member" includes a person attending as a proxy .  
(Amended AGM 21/9/01)

(3) If within half an hour from the time appointed for the commencement of a General meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Council or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Council may determine; and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

(4) The Chair may, with the consent of any meeting, at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.  
Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

23. (1) The Secretary shall convene all General meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the Association.

(2) The manner by which such notice shall be given shall be determined by the Council: Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his/her membership by the Council, shall be given in writing. Notice of a General meeting shall clearly state the nature of the business to be discussed thereat.

24. Unless otherwise provided by these Rules, at every General meeting -

(1) the President shall preside as Chair, or if there is no President, or if he/she is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Senior Vice-President will preside or if he is not present or unwilling to do so or Junior Vice President shall be the Chair or if the Junior Vice- President is not present or is unwilling to act then the members present shall elect one of their number to be Chair of the meeting;

(2) the Chair shall maintain order and conduct the meeting in a proper and orderly manner;

- (3) every question, matter or resolution shall be decided by a majority of the votes of the members present, including votes by proxy or attorney, unless otherwise specified in these rules. Proxies shall not be permitted when dealing with rights and privileges of members.
- (4) every member present shall be entitled to one vote and in the case of an equality of votes the Chair shall have a second or casting vote: Provided that no member shall be entitled to vote at any General meeting if his annual subscription is more than one month in arrears at the date of the meeting;
- (5) voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chair shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting at which the ballot was demanded;
- (6) a member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one vote;
- (7) the instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointor or of his attorney duly authorised in writing. A proxy may but need not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot; the proxy, attorney, or other duly authorised representative shall hold not more than 2 proxy votes.
- (8) where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:-

**SEE LAST PAGE FOR PROXY FORM**

- (9) the instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
- (10) the Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Council meeting and General meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes; the minutes of every Council meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding Council meeting verifying their accuracy. Similarly, the minutes of every General meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding General meeting. Provided that the minutes of any Annual General meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding General meeting or Annual General meeting.

**BY-LAWS**

25. The Council may from time to time make, amend repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a General meeting of members.

### **ALTERATION OF RULES**

26. (1) Subject to the provisions of the "Associations Incorporation Act 1981", these Rules may be amended, rescinded or added to from time to time by a special resolution carried by a 75% majority at any General meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Under Secretary, Department of Justice, Brisbane. (Amended AGM 19/8/1998)

(2) Any proposed amendments, rescission, or addition to these rules are to be lodged with the Secretary at least fourteen (14) days before the General Meeting. The Secretary shall post any proposed amendments, rescission, or additions received in a conspicuous place in the office or usual place of meeting of the association for at least seven (7) days immediately preceding the General meeting.

### **COMMON SEAL**

27. The Council shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Council and every instrument to which the seal is affixed shall be signed by a member of the Council and shall be countersigned by the Secretary or by a second member of the Council or by some other person appointed by the Council for the purpose.

### **FUNDS AND ACCOUNTS**

28. (1) The funds of the Association shall be banked in the name of the Association in such bank as the Council may from time to time direct.
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (3) All moneys shall be banked as soon as practicable after receipt thereof.
- (4) All amounts of 100 dollars, or over shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Council. (Amended AGM 17/9/97)
- (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment's which may be open.
- (6) The Council shall determine the amount of petty cash which shall be kept on the imprest system.
- (7) All expenditure shall be approved or ratified at a Council meeting.

(8) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of

- (a) the income and expenditure for the financial year just ended; and
- (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.

(9) All such statements shall be examined by the auditor who shall present his/her report upon such audit to the Secretary prior to the holding of the Annual General meeting next following the financial year in respect of which such audit was made.

(10) The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to, or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him/her to the Association or otherwise owing by the Association to him/her or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

### **DOCUMENTS**

29. The Council shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

### **FINANCIAL YEAR**

30. The financial year of the Association shall close on 30th June in each year.

(Amended AGM 16/3/96)

### **DISTRIBUTION OF SURPLUS ASSETS**

31. If the Association shall be wound up in accordance with the provisions of the (Associations Incorporation Act 1981,) and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of rule 28 (10), such institution or institutions to be determined by the members of the Association.

ABBREVIATIONS.

|  |      |
|--|------|
| Brisbane Table Tennis Association Inc. | BTTA |
| Table Tennis Queensland Inc.           | TTQ  |
| Table Tennis Australia Inc.            | TTA  |
| International Table Tennis Federation  | ITTF |

**BRISBANE TABLE TENNIS ASSOCIATION INC.**

**PROXY FORM**

I, \_\_\_\_\_ of \_\_\_\_\_ would hereby like to appoint \_\_\_\_\_ of \_\_\_\_\_, or failing him/her \_\_\_\_\_ of \_\_\_\_\_ to act as my proxy at the \_\_\_\_\_ Annual General Meeting / General Meeting (***cross out the one not applicable***) of the

Brisbane Table Tennis Association Inc. to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

With regard to the above nomination, I hereby specify that my appointed proxy is empowered to vote for me in the following manner. (Please tick ***one*** area only)

- 1.  My proxy may vote as he/she wishes on all matters brought before the general meeting (including elections, agenda items, and general business unless otherwise specified in Association rules.)
- 2.  My proxy may vote as he/she wishes on the matter/s concerned as indicated on the reverse side of this proxy form and signed by me.
- 3.  My proxy is a conditional vote and I wish him/her to vote on *any/all matter/s* as directed in writing on the reverse side of this proxy form and signed by me.
- 4.  Other intention.(Details in full on reverse side of this proxy form and signed by me.)

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I confirm I have read / am aware of items submitted to the Association for decision at the above meeting. I understand for this proxy to be valid it must be completed fully and in the proper manner and must be signed and dated by me as a financial member.

Signature \_\_\_\_\_

Date \_\_\_\_\_