

# **SDTTA BY-LAWS / CONSTITUTION**

ARTICLE 1: NAME: The name of this association shall be the SAN DIEGO TABLE TENNIS ASSOCIATION (SDTTA).

ARTICLE 2: PURPOSES, FUNCTIONS, and OBJECTIVES: This shall be a non profit organization established to encourage, promote, and maintain table tennis activities for its members as a wholesome form of physical recreation.

Section A. The Association will serve its members and the community in the following capacities:

1. To organize and sponsor table tennis recreation through leagues, tournaments, intra club, inter club, intercity, and other forms of competitions.
2. To promote table tennis as a wholesome form of physical activity and public recreation through cooperation with all individuals, school and church groups, industrial and service organizations through exhibitions, movies, demonstrations, instruction, and special events.
3. To coordinate table tennis activities in San Diego County.

Section B. The Association in no way contemplates pecuniary gain or profit, or the distribution of profits or chattels to its members, other than their equity in the event of dissolution of the Association.

Section C. Neither the Association nor any of its board directors shall be held liable or responsible in case of loss of property of, or injury to, any member, visitor, or other person, unless there is gross negligence.

ARTICLE 3: Membership Is Open To The General Public.

ARTICLE 4: SPONSORSHIP: The Association shall be sponsored by the San Diego Park and Recreation Department, Balboa Park, San Diego, California. Other sponsors may be obtained for events, programs and tournaments, etc.

ARTICLE 5: OFFICERS and Board Directors:

Section A. The officers of this organization shall be Chairman of the Board, Treasurer, Secretary and Executive Director. The remaining members of the Board shall be, Vice Chairman of the Board, Public Relations and Members Relations Director.

- Section B. These positions shall form the SDTTA Board, which shall be hereafter referred to as the Board, which shall be responsible for all administrative and judicial functions of the Association within the framework of this Constitution / By-laws, and which shall set all general policies, rules and regulations accordingly.
- Section C. Board Members shall hand over all records and funds to their successors in office.

## ARTICLE 6: PARTICIPATING MEMBERSHIP:

- Section A. Any person who expresses the desire to take part actively in Association activities, and who agrees to abide by the standards and purposes of the Association, and by its Constitution / By-laws, and who pays prescribed fees and assessments shall be deemed a member.
- Section B. Any membership may be terminated upon voluntary resignation conveyed to a board member or after sufficient warning and upon due notice to the member, by majority vote of the Board, for one or more of the following reasons.
1. Violation or disregard of Association rules and regulations.
  2. Delinquency in payment of fees and assessments.
  3. Conduct failing to conform with the Association's activities, purposes, and standards.
  4. Damage (personal or public) made to property inside or outside the facility.
  5. Inappropriate behavior, towards any individual or the association.
  6. Embezzlement of Association funds or theft of Association equipment.
- Section C. Any membership may be subjected to disciplinary action for cause including suspension or termination of membership.
- Section D. Any membership terminated by voluntary resignation may be reinstated, if the former member expresses the desire to again become a participating member and pays the requisite fees and assessments.
- Section E. Any membership terminated or any member subjected to disciplinary action for cause must request reinstatement in writing. Such reinstatement shall occur, however, only upon approval by majority vote of the Board and in accordance with such requirements as the Board may impose.
- Section F. The SDTTA 'Reserves the Right to Refuse' any person or persons a SDTTA Membership at any time. However, no person or organization shall be denied membership because of race, color, national origin, religion, gender, age, sexual orientation or mental or physical disability.
- Section G. TEMPORARY MEMBER FEE: Anyone who is NOT a card carrying member, may pay a nightly/daily fee to play (as determined by the board) so long as the person(s) abide by and are in accordance with the rules and stipulations of the organization.

## ARTICLE 7: MEETINGS

- Section A. The SDTTA Members shall meet as required during the year at places and times designated by the Board.
- Section B. The Board of this organization shall meet regularly once a month.
- Section C. Special meetings may be called by the Chairman of the Board.
- Section D. The Board of Directors shall be composed of 7 directors. A majority of the directors in office shall constitute a quorum. A meeting at which a quorum is initially present may continue to transact business even if directors leave the meeting, as long as any action taken is approved by at least a majority of the required quorum for such a meeting.
- Section E. All meetings shall be prominently noticed as to time and place and shall be open to each and every currently paid member in good standing.

## ARTICLE 8: FISCAL:

- Section A. Administration. The Association shall establish and maintain a checking account in a regular bank into which all receipts shall be placed without undue delay.
- Section B. The Treasurer will prepare a current financial report to be presented at April, July, October and January meetings, or when requested by the Chairman of the Board.
- Section C. The Chairman will appoint an auditor from among the members to audit the financial records and report at the March meeting. This auditor will sign a statement of audit which will become part of the report.
- Section D. The Association's financial records shall be open to inspection by any and all Association members.
- Section E. Officers, Directors and Members will not be liable for any debts of the Association.
- Section F. Income. The Association shall collect fees, and assessments as provided by this Constitution / By-laws.
  - 1. The SDTTA Board shall set annual dues and pro-rated amounts thereof.
  - 2. The SDTTA Board shall set temporary member playing fees. Those paying on a per session basis do not have voting privileges.

3. Fees charged for participation in leagues, tournaments and special events shall be set by the Board. Payment of such fees shall be made prior to participation.
4. The members of the Board will be exempt from any normal playing fees during their tenure in office. Other members, as approved by the Board, may be exempt from playing fees based on their past achievements or present services. The board and others will all be obligated to pay any fees levied for league, tournament, or special event participation.

Section G. The Association may accept gifts, grants or contributions, if made without stipulations or conditions contrary to the best interests of the Association, so long as the rules set forth by the Internal Revenue Services for 501(c)(7) Corporations are not violated.

Section H. Expenditures.  
The Board may expend, pledge, or disburse Association funds only by Board authorization by majority vote, and only for uses that are consistent with the Association's mission.

## ARTICLE 9: DUTIES OF THE OFFICERS AND OTHER BOARD MEMBERS:

Section A. The Chairman of the Board shall supervise business of the Association generally, preside at all meetings of the Board and Association, appoint such committee chairmen as required with approval of the remaining board members, and perform other duties usually associated with this office.

Section B. The Vice Chairman shall substitute for the Chairman in his absence. In the absence of both, the Board shall choose a Chairman pro-tem. The Vice Chairman will greet visitors to the club and promote membership. If no Equipment Committee is appointed, the Vice Chairman will assume this responsibility.

Section C. The Members Relations Director shall be responsible for the supervision and performance of the Coaching committee and / or program. The Members Relations Director will greet visitors to the club and promote membership.

Section D. The Executive Director will give reports and make requests on behalf of the committee chairmen. The Executive Director will act as liaison to the City of San Diego, organizations and other outside agencies.

Section E. The Secretary shall keep records, minutes of all meetings, as well as performing other duties incidental to the office. The Secretary may appoint assistants to handle correspondence and notices.

Section F. The Treasurer shall be responsible for all funds of the Association, the collection of fees and assessments, payment of bills approved by the Board, and the recording of all receipts and disbursements. The Treasurer may appoint collection assistants. The Treasurer and his assistants will greet visitors to the club and promote memberships.

Section G. The Public Relations Director shall create promotional activities and secure sponsors for programs, events and tournaments, as well as maintain suitable liaisons with appropriate media.

## ARTICLE 10: COMMITTEES:

Section A. The chairman of each committee will be appointed by the Chairman of the Board with the approval of the Board. The committee chairman will serve until another chairman is appointed or he/she resigns, whichever is sooner. He/she may appoint such assistants responsible to him/her as they deem necessary.

Section B. Each committee will endeavor to promote activity in its area of concern. Each committee must have its budget and expenses approved by the Board.

Section C. Each chairman will make an annual report, to be due in December, of committee activities to the Executive Director who will present the report at the January Board meeting. This report should include such items as participation or numerical counts, year's activity summary, proposed budget, problems, recommendations to the Board, signature and date.

Section D. At meetings of the Board, standing and special committees shall report only through Board members except when the corresponding committee chairman is present.

Section E. Each committee will have such powers as are delegated to it by the Board. In the absence of specific delegation, each committee chairman will have the power to issue temporary rulings to cover emergencies in the area under his/her jurisdiction, and such rulings will be valid unless and until revoked by the Board. These temporary rulings will not be in conflict with the Constitution / By-laws.

Section F. Standing Committees:

1. Coaching: Shall assist interested individuals or groups on technique and/or physical conditioning through developmental programs designed to increase skills utilizing domestic and foreign techniques, written material, film and/or video. The chairman shall maintain an up-to-date list of designated coaches and a youth development director.
2. Equipment: Shall be responsible for the inventory, maintenance and repair of tables, storage areas, and Association equipment in general.

3. Exhibition: Shall promote the sport by arranging periodic exhibitions at public or private gatherings as well as at schools and universities. A list of designated exhibition players shall be created and maintained by the chairman. Exhibition fees must be approved by the Board.
4. League: Shall be responsible for organizing and scheduling regular leagues. He/she shall make out weekly result sheets and the team-schedule-of-play sheets. He/she may also endeavor to create inter-club and/or intercollegiate leagues.
5. Website: Shall maintain and update the web site as needed.
6. Membership: Shall record the issuance of membership cards and maintain an up to date list of members, including name, work skills, address, phone number and e-mail addresses.
7. Nominating: Shall canvass the membership for suggestions, taking into consideration nominee availability, capability and degree of interest and present a prospective list of candidates for consideration at the time of the October meeting to be voted upon by the membership in the November election.
8. Photography: Shall submit periodically to the SDTTA publication and to other news media photographs of table tennis interest, and will maintain a file of such photographs. Photographs may be requested for use in programs, publicity, etc.
9. Publication: Shall be responsible for the creation and circulation of a local publication and electronic communication on a regular basis to include such areas as news, announcements, scheduling, coaching, etc. He/she shall also be responsible for programs and other such forms of advertisement and publicity as required.
10. Rating: Shall be responsible for the creation and maintenance of ratings of all those who participate in SDTTA based tournaments other than those sanctioned by the USATT. These ratings shall be posted regularly in a prominent location. He/she shall also be responsible for rankings of players in local tournaments when no ratings are available.
11. Recording: Shall compile and maintain a permanent record of participants and results in all tournaments and leagues. He/she shall also maintain copies of the Constitution / By-laws.
12. Referee/Umpire: Shall be responsible for enacting the rules of play during any form of competition such as a tournament. The referee may appoint designated umpires to assist him in fulfilling his responsibilities but may overrule their decision when necessary.

13. Rules: Shall be responsible for maintaining and updating a list of rules and regulations for the purpose of maintaining general order within the Association in the implementation of its activities.
14. Social: Shall be responsible for planning and executing social activities such as picnics, parties, etc., in order to maintain the interest of Association members.
15. Tournament: shall be divided into three specific areas:
  - a. SDDTA Tournament Director – Shall be responsible for running weekly round robin tournaments. He/she should appoint a replacement in the event he/she can't be present.
  - b. San Diego Regional Director – Shall be responsible for running San Diego Closed tournaments. These may be round robin, double elimination, or single Elimination events. He/she may appoint as many assistants as necessary to perform the function of this position.
  - c. National Tournament Director – Shall be responsible for running all USATT sanctioned tournaments.

## ARTICLE 11: NOMINATIONS AND ELECTIONS:

Section A. The Board shall be nominated and elected as follows:

1. During September, the Board shall appoint a nominating committee that will canvass the membership for suggestions, interview prospective nominees for availability and suitability, and present their slate of candidates at the October board meeting. The Board will confirm that each candidate has been a member in good standing for at least twelve months preceding the start of the term of office. A membership obtained anytime during the month qualifies as membership for that entire month. Members who hold temporary memberships are not qualified.
2. Written notice of the election, its date and the approved candidates will be posted on the bulletin board and web site at least fifteen (15) days in advance of the election in November.
3. The elections will be held at an election meeting in November. Nominations maybe made from the floor in addition to those submitted by the nominating committee. Written ballots will be used. Candidates may distribute literature and make a 2 minute speech, prior to the start of the election. All votes must be made in person. The votes will be counted by a special committee of three members, appointed by the Board. Each member as verified by the Secretary will have one vote. Ties will be broken by a new vote of the current board. Junior members (Under 18) do not have voting privileges.

4. Absentee votes may be accepted from current members in good standing by contacting the designated Nominating Committee Chair during the 7 days prior to the election and submitting his/her vote in person to the chair. The Nominating Chair will be the keeper of all absentee votes.

- Section B. The term of office for all positions will be two years to establish stability and continuity on the board. New board directors will take office beginning on January 1<sup>st</sup> of the subsequent year. In odd years, 4 directors will be elected, and in even years, 3 directors will be elected. In the first year the board shall decide which directors are to have 2 year terms.
- Section C. Vacancies occurring in the elective offices during the term will be filled by majority vote of the Board of an appropriate and qualified person and such person will hold office until the end of the term of the Board Member being replaced.
- Section D. Recall and termination of membership and disciplinary action of any officer shall be based on the same grounds as are cause for termination and/or disciplinary action of regular membership. Additionally, absence of a Board member from three (3) consecutive meetings, without good cause, shall be cause for termination.
- Section E. The Board will determine by majority vote following an election of board members, taking into consideration the personal desires of the successful candidates and his/her qualifications, the exact positions that each one will fill in the new term, with the board reserving the right to change assigned positions by a majority vote of the board.

**ARTICLE 12: ORDER OF BUSINESS:** All meetings of this organization shall be conducted as follows:

1. Meeting called to order.
2. Reading and approval of the minutes of the previous meeting.
3. Reports of officers and committee chairmen.
4. Unfinished business.
5. New business.
6. Discussion period.
7. Adjournment.

**ARTICLE 13: AMENDMENTS:**

The Constitution / By-laws may be amended by two-thirds majority vote of the members present at any regular or special board meeting, provided that detailed notice of the proposed amendment is given to the members in a manner reasonably designed to give actual notice to members at least 7 days in advance. This may include posting on the bulletin board, website, web mail blast or other form of announcements.



These By-laws were modified on July 7, 2021.

Chairman of the Board

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Secretary

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