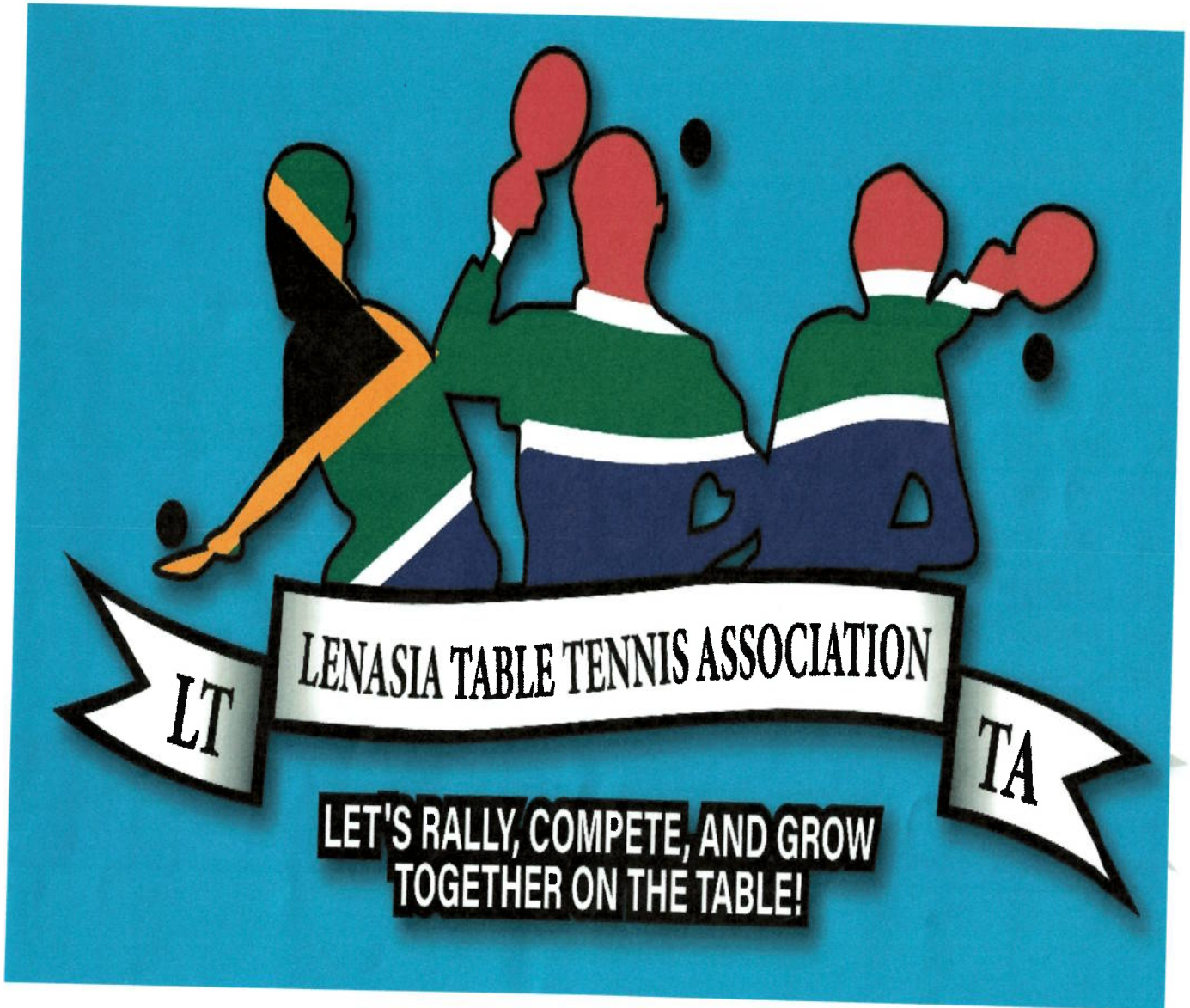



LENASIA TABLE TENNIS ASSOCIATION
CONSTITUTION



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Initialed by: Chairperson:  Deputy Chairperson:  Secretary:  Treasurer: 

1) NAME & AFFILIATION

- a) The name of this sports club is LENASIA TABLE TENNIS ASSOCIATION.
- b) Hereinafter shall be referenced or referred to with the name "LTТА".
- c) LTТА shall, within reason, become affiliated with the Johannesburg Table Tennis Association (J.T.T.A), and by extension, become affiliated with the Gauteng Table Tennis Board (G.T.T.B.), and by extension, become affiliated with the South African Table Tennis Board (S.A.T.T.B), and by further extension, become affiliated with the International Table Tennis Federation (I.T.T.F).

2) EMBLEM AND COLOURS

- a) The emblem of LTТА shall be a square shaped Monochrome lettering of the letter 'LTТА' and the number '2'. There is further an optional symbolic silhouette of a table tennis service presentation of the ball, to emphasize the club's primary interest of serving the best interests of the sport of Table Tennis.
- b) The Official Club Kit or attire of LTТА shall be Black Trackpants/Shorts/Skirts and Light Blue T-Shirts (collared or uncollared), with minimal optional white accents or logo branding.
- c) Variations of the Emblem or the use thereof may only be employed with the approval of the Executive Committee of LTТА.

3) OBJECTIVE

- a) To promote, market and further the sport of table tennis throughout our area of influence.
- b) To provide an athletic and recreational activity for club members.
- c) To raise funds to fulfill the purposes of the club and operate in a non-profit manner and with an altruistic or philanthropic intent.

4) PURPOSE

- a) To be transparent to its members in terms of its finances and objectives.
- b) With exception to non-paying members, or members whose membership is in disrepute - to promote and encourage inclusion irrespective of club member's gender, race, colour, creed, religion, politics, financial statuses, or other grounds. There would however be the expectation to categorize members based on age, gender, skill level, and other grounds – all of which will be evaluated by formal records.
- c) To help develop sportsmanship and responsibility amongst club members.
- d) To provide table tennis instruction and coaching to club members.
- e) To provide table tennis officiating (umpiring or refereeing) instruction and coaching to club members.
- f) To provide the opportunity for league and tournament level competition.
- g) To host and incentivize guests who have extraordinary experience, influence, or expertise in their respective field(s).
- h) To designate and/or sponsor representation at international or domestic table tennis tournaments.
- i) To raise funds or similar other incentives as tournament/league prizes.
- j) To secure assets and or consumables for use or resale of LTТА to further its objectives or funding.
- k) No resources will be used, directly or indirectly, to support advance or oppose any political party.
- l) No activity will directly or indirectly promote the economic self-interest of any fiduciary or employee, or members of LTТА other than by way of reasonable remuneration, unless approved as a common interest of the Club Executive.
- m) The funds of the LTТА will be used solely for the objects for which it was established.

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- n) No remuneration will be paid to any employee, office bearer, member, or other person, which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered and has not and will not economically benefit any person in a manner which is not consistent with its objectives and purposes.
- o) To promote, market and further sports very similar to table tennis throughout our area of influence. Example Table Tennis History (TTX) or TT On A curve board Teqball with a soccer ball.
- p) To encourage or incentivize people, businesses, or other organizations in contributing towards the purposes and objectives of LTTA.
- q) To apply for Income Tax Exemption in terms of a Public Benefit Organization Act as per the Income Tax Act (ITA), Section 10(1) (cO) read with Section 30A.
- r) No donation will be accepted which is revocable at the instance of the donor for reasons other than a material failure to conform to the designated purposes and conditions of such donation, including any misrepresentation with regard to the tax deductibility thereof in terms of section 18A of ITA: Provided that a donor (other than a donor which is an approved public benefit organization or an institution, board or body which is exempt from tax in terms of section 10(1)(cA)(i) of the act, which has as its sole or principal object the carrying on of any public benefit activity) may not impose any conditions which could enable such donor or any connected person in relation to such donor to derive some direct or indirect benefit from the application of such donation.

5) SCOPE

- a) These concepts, rules and by-laws so incorporating the constitution shall apply without exception to all club members, while participating in any activity relating to, sponsored by, or representing LTTA in any way, whether at home or away.
- b) Applicable concepts, rules and by-laws shall also apply to prospective members, guests, and visitors when at LTTA venues, facilities or using LTTA equipment or assets.

6) ORGANIZATION

- a) Active members of LTTA, elected and accepting or, appointed and accepting, the duties of the following positions are considered officers of LTTA:
 - I. Chairperson
 - II. Deputy Chairperson
 - III. Secretary
 - IV. Treasurer
 - V. Advisor To CP and VCP and Secretary
 - VI. Marketing Officer
 - VII. Marketing Officer
 - VIII. Technical Executive 1
 - IX. Technical Executive 2
 - X. Technical Executive 3
- b) These officers are to be elected biennially by a majority vote of all regular members present and entitled to vote at the biennially meeting of the club, and they shall hold office until the next biennially meeting, or until their successors are elected and qualified.
- c) Election/appointment of officers shall be for a two-year term at the biennially general membership meeting. All candidates must be nominated, seconded, and approved by majority vote of those current members entitled to vote who are present at the meeting.
- d) Sub-committees may be appointed and formed by the Executive Committee to further and fulfill the purpose, objectives, and interests of LTTA.

Initialed by: Chairperson:  Deputy Chairperson:  Secretary:  Treasurer: 

- e) Other officers may be elected or appointed by the Executive Committee to further and fulfill the purpose, objectives, and interests of LTТА.
- f) Officers and members are responsible for the upkeep of their copy and familiarity with this constitution.
- g) Resignation/termination of office shall be so indicated in writing to the Secretary and Chairperson. In the event of the resignation/termination of office by the Chairperson, the Deputy Chairperson will automatically become Chairperson, and will continue to hold this office until the normal term of the Chairperson is terminated. Upon resignation of office, the resignee / terminee will, within seven days of resignation/termination, turn over to the Secretary and Chairperson, all correspondence and other materials pertaining to LTТА.
- h) In the event of the death, abscondment, or grave laxness of officers, the remaining officers may nominate any existing member to fulfill the role on an acting basis.

7) OFFICERS

a) Chairperson

- i) Chairs and conducts general membership and other meetings, as appropriate, and decides who addresses the chair.
- ii) Responsible for the proper operation and conduct of LTТА.
- iii) Administers necessary action to uphold and implement the concepts and rules governing LTТА, as set forth in the constitution, by-laws and/or other documents of LTТА, as appropriate by the club's general membership.
- iv) Shall establish committees and set their scope where appropriate.
- v) Coordinates activities of LTТА officers and committees.
- vi) Assists LTТА officers and committees with guidance in the performance of their duties where applicable.
- vii) Shall appoint officers with the approval of a majority vote of current, eligible members.
- viii) Coordinates scheduling of matches, tournaments, practices, clinics and meetings with facility officials, LTТА officers and/or other persons concerned.
- ix) Shall prescribe disciplinary action and execute the same.
- x) Submits agenda items to Secretary prior to general membership meetings.
- xi) Prepares correspondence in communication with other agencies or persons, locally or internationally, in the best interests of LTТА, as required.
- xii) Rule on questions of procedure and points of order.
- xiii) Prevent irrelevant discussion, offensive statements and excessive heckling.
- xiv) Preserve order by naming offenders and to ask for the removal of any person who fails to comply with the orders from the chair.
- xv) May adjourn meetings if it becomes unruly, quorum lapses, or by discretion.

b) Deputy Chairperson

- i) Administers necessary action to uphold and implement the concepts and rules governing LTТА, as set forth in the constitution, by-laws and/or other documents of LTТА, as appropriate by the club's general membership.
- ii) Submits agenda items to Secretary prior to general membership meetings.
- iii) Shall act as Chairperson in the absence of the Chairperson or at the Chairperson's direction.
- iv) Shall, with the approval of a majority vote of current officers establish committees and set their scope.
- v) Chairs and conducts general membership and other meetings, as may be required.
- vi) Attends general membership meetings and other meetings, as required.
- vii) Prepares correspondence in communication with other agencies or persons, locally or internationally, in the best interests of LTТА, as required.

Initialed by:

Chairperson:



Deputy Chairperson:



Secretary:



Treasurer:



- viii) Keeps an accurate record of attendance times at all meetings.
- ix) Prepares and maintains an inventory of all equipment and their locations belonging to LTTA. Institutes careful consideration of the usage and storage of such equipment. Presents such information as may be required for strategic or statistical purposes at meetings.
- x) To open and/or maintain a banking and/or savings account in the name LTTA and to draw, accept, endorse, make and execute bills of exchange, promissory notes, cheques and other negotiable instruments connected with the business of the Association. Such bills of exchange, cheques and other negotiable instruments shall be signed by at least one other signatories from amongst the Chairperson, Treasurer, and/or Secretary.

c) Secretary

- i) Administers necessary action to uphold and implement the concepts and rules governing LTTA, as set forth in the constitution, by-laws and/or other documents of LTTA, as appropriate by the club's general membership.
- ii) Submits agenda items to Vice Chairman and Secretary prior to general membership meetings.
- iii) Shall, with the approval of a majority vote of current officers establish committees and set their scope.
- iv) Records and prepares minutes of meetings, keeps an accurate record of business transacted at all meetings.
- v) Prepares correspondence in communication with other agencies or persons, locally or nationally, in the best interests of LTTA, as required.
- vi) Attends general membership meetings and other meetings, as required.
- vii) Shall prepare and distribute correspondence, notices, minutes, agendas, schedule regulations, etc., that are not specifically assigned or accessible to others.
- viii) To open and/or maintain a banking and/or savings account in the name LTTA and to draw, accept, endorse, make and execute bills of exchange, promissory notes, cheques and other negotiable instruments connected with the business of the Association. Such bills of exchange, cheques and other negotiable instruments shall be signed by at least one other signatories from amongst the Chairperson, Deputy Chairperson, and/or Treasurer.
- ix) Prepares correspondence in communication with other agencies or persons, locally or nationally, in the best interests of LTTA, as required.
- x) Prepares and maintains a database of all information of members, along with their registration forms. Presents such information as may be required for strategic or statistical purposes at meetings.

d) Treasurer

- i) Act as custodian of all dues, fees and other income, maintaining proper records of same and reporting such for meetings.
- ii) Conducts comprehensive audits on the club's balance sheets, statements and receipts.
- iii) To open and/or maintain a banking and/or savings account in the name LTTA and to draw, accept, endorse, make and execute bills of exchange, promissory notes, cheques and other negotiable instruments connected with the business of the Association. Such bills of exchange, cheques and other negotiable instruments shall be signed by at least one other signatories from amongst the Chairperson, Deputy Chairperson, and/or Secretary.
- iv) Keeps an accurate record of Bank Statements and avails such at meetings when required.
- v) Acts as trustee of club funds, in the best interests of LTTA, which includes being entrusted to commit club to financial arrangements with outside vendors and for possible financing with banking institutions.

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- vi) Shall, with the approval of a majority vote of current officers establish committees and set their scope.
- vii) Shall, with the approval of a majority vote of current officers establish the financial limitation of committees.
- viii) Submits agenda items to Secretary prior to general membership meetings.
- ix) Attends general membership meetings and other meetings, as required.
- x) Forwards warning notices to members 7 days in arrears in dues and terminates their membership at 30 days in arrears.
- xi) Submit Audit Financial Report to the board biennially.

8) MEMBERSHIP

Membership in LTTA shall be classified into Four types:

a) Active Membership

- (1) Available to any person.
- (2) Active Members 18 years or older have full privileges of LTTA.
- (3) Active Members younger than 18 years shall not be entitled to vote at any biennially or Special General Meeting and shall not be eligible for election to the Executive Committee.
- (4) Where applicable, application and payment of dues and fees shall be made to the Treasurer.

b) Affiliate Membership

- (1) Available to any school governing body and their enrolled learners.
- (2) Affiliate Members have limited privileges of LTTA, shall not be entitled to vote at any biennially or Special General Meeting, and shall not be eligible for election to the Executive Committee.
- (3) Where applicable, application and payment of dues and fees shall be made to the Treasurer.

c) Junior Membership

- (1) Available to any person under the age of 18, and/or formally enrolled with any Affiliate Members.
- (2) Junior Members have limited privileges of LTTA, shall not be entitled to vote at any Annual or Special General Meeting, and shall not be eligible for election to the Executive Committee.
- (3) Where applicable, application and payment of dues and fees shall be made to the Treasurer.

d) Honorary Membership

- (1) A membership status given to a person who, by the judgment and approval of the Chairperson and Deputy Chairperson, has made unusual and extraordinary contributions to the sport of table tennis, LTTA or the community.
- (2) Honorary Members have full privileges of LTTA.

9) MEETINGS

- a) Every two years a BGM meeting will be held each October for the purpose of electing officers and committee members; acting on any suggested changes in the constitution, by-laws or rules and regulations, as well as to conduct any other business in the interest of LTTA for the next biennially cycle.
- b) A seven-day prior notice/invitation is required to all members of LTTA for biennially General Meetings.

Initialed by: Chairperson:  Deputy Chairperson:  Secretary:  Treasurer: 

- c) General membership meetings may be called at any time the Chairperson deems it advisable, to be held in either privately, in conjunction with the regular member recreational or tournament play activities.
- d) Special committee meetings may be called as necessary by the Chairperson or Committee Chairperson, with a 24 hour prior notice required.
- e) The quorum for a meeting of the Officers shall be half plus one of the total Office members. Should, as at such numbers not be present at any meeting within fifteen (15) minutes duly convened, then the meeting shall be adjourned for not more than thirty (30) days, and the Secretary shall notify each officer of the date, place, and time on which the adjourned meeting shall be held. Should, as such adjourned meeting, the necessary quorum not be present, then the members present shall act and transact business as though they formed a quorum.
- f) Any member of the officers who without the consent of the Chairperson shall have failed to attend four (4) consecutive meetings, shall, if the Chairperson so resolve, cease to be an officer.
- g) Officers shall meet at least once a month or as often as the business of the club may require.

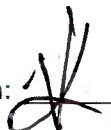
10) VOTING

- a) Normally, decisions made at a general membership meeting will be made by majority vote of those current, eligible members present at the meeting.
- b) Eligible members are only those with privileges and who have been members for at least 3 consecutive months and where applicable, have settled their respective membership fees in full.
- c) Proxy votes will, however, be accepted from current, eligible members in their absence, providing the absent member makes themselves aware of the issues and records a vote(s) with the Secretary prior to the meeting.
- d) Officers of LTTA are exempt from the responsibility of initiating proxy votes.
- e) The Annual cycle of Club operations shall commence on January 15st of each year and conclude on December 15st of that year.

11) DUES AND OTHER FEES

- a) Memberships shall be structured annually or monthly as feasible. The annual cycle commences on January 15st and ends on December 15st and all fees/dues are levied on a 'paid in advance' basis.
- b) Membership dues for Active Membership, Affiliate Membership and/or Junior Affiliated Membership will be determined on an adhoc basis by the Officers of LTTA.
- c) A prospective member will be allowed a maximum of two visits as a guest. If the dues are not paid by the third visit, the prospective member will no longer be able to participate or play but will be welcomed to come and observe.
- d) Any prospective member desiring to become a full member in LTTA may do so by indicating their desire to any Office of LTTA and by payment of dues, and by submission of completed membership application form, an indemnity form and/or other forms as may be required.
- e) Honorary membership will not be levied any membership fees, but application for such exemption shall be renewed on an annual basis.
- f) Hardship cases shall be forwarded in confidentiality to the club's Secretary offices officers, whereby determination shall be judged on its merit at an Executive meeting.
- g) Restructuring of dues will be established at the club's annual meeting.
- h) Any member of LTTA wishing to terminate membership may do so by notifying the Secretary. Dues for fees paid through the year will not be refunded.
- i) Dues paid in advance, i.e., the following annual cycle, will be refunded in full following termination.

Initialed by: Chairperson:



Deputy Chairperson:



Secretary:



Treasurer:



- j) There will be a waiver of all tournament fees for officers of LTTA as well as for major contributors to tournament proceedings, which will be determined by vote of the officers.

12) TERMINATION

- a) Any previous member of LTTA whose dues for a new year are in arrears 60 days will have that membership terminated from that point on.
- b) Reinstatement as a member will require an additional 30 day waiting period.
- c) A membership may be considered for termination based, upon a presentation of a substantiated complaint. submitted by anyone, to the Chairperson, or Deputy Chairperson, or Secretary. Any such event will be treated with strict confidence.
- d) Termination will be executed only by a unanimous vote of club officers, after which the member in question will be notified in writing of their termination by the Secretary.
- e) Players exhibiting unacceptable behavior at practice sessions or club sponsored activities will be subject to disciplinary action as the club officers see fit. Unacceptable behavior would include, but not be limited to behavior detrimental to the welfare and reputation of LTTA or the spirit of the sport of table tennis (e.g., damaging of club or school equipment, acting in a manner that would endanger others present, use of profane language, etc.), and/or malicious damage of the venue/assets/facilities.
- f) Smoking nor alcoholic beverages will not be allowed in the playing area of any practice session, clinic, match or tournament. Furthermore, alcoholic beverages or any form of substance abuse, or sports doping will not be permitted anywhere near the facilities, not even in the parking area of the venue.

13) PROPER EQUIPMENT AND ATTIRE

- a) Equipment used and clothing worn by members of LTTA, while participating in sanctioned matches or tournaments, will be of legal type as approved by LTTA officials.

14) EQUIPMENT USAGE LIMITATIONS


- a) Any equipment belonging to LTTA will be for use by members, prospective members and club guests.
- b) Other parties wishing to use the equipment must seek approval of LTTA, as determined by the officers on the merit of the request.

15) DISSOLUTION

- a) Dissolution of LTTA will be initiated by a two-thirds majority vote of the Active and privileged membership, after proper notification.
- b) Upon dissolution, the Secretary and Treasurer will prepare an inventory of all equipment and statement of funds belonging to the club. The equipment and monies owned by the club will be transferred by vote of all regular members present and entitled to vote at the final meeting.

16) VERSION HISTORY

Version	Created / Updated by	Comments / Notes
V1.00	Vikash Kasan	Initial version
V1.01	LTTA Board	Aligned clauses with office resolutions until 2024
V1.02	LTTA Board	Approved And finalized

Initialed by: Chairperson:  Deputy Chairperson:  Secretary:  Treasurer: 

17) SIGNATORIES

Signed at Gandhi Hall, 23 Mandrill St, Ext 5, Lenasia

As Chairperson

[Signature] Full Name(s): VIKASH KASAN Date: _____

As Deputy Chairperson

[Signature] Full Name(s): JOSEPH Quinton JAMES Date: _____

25-07-2024

As Secretary

[Signature] Full Name(s): JAWAHARLAL RAVJEE Date: _____

As Treasurer

[Signature] Full Name(s): DIPAK THAKORDAS Date: _____

25-07-2024

As Witnesses

_____ Full Name(s): _____ Date: _____

_____ Full Name(s): _____ Date: _____

_____ Full Name(s): _____ Date: _____

18) Executive Committees of LTTA

Position	Name & Surname	Signature
Chairperson	VIKASH KASAN	<u>[Signature]</u>
Deputy Chairperson	JOSEPH Quinton	<u>[Signature]</u>
Secretary	JAWAHARLAL RAVJEE	<u>[Signature]</u>
Treasurer	DIPAK THAKORDAS	<u>[Signature]</u>
Advisor To CP & VCP & Secretary	NARESH NAGIN	<u>[Signature]</u>
Marketing Officer	JUSHIEL NAGIN	<u>[Signature]</u>
Marketing Officer	GEORGE H. K. DAMA	<u>[Signature]</u>
Technical Executive 1	Godly Graham BASSA	<u>[Signature]</u>
Technical Executive 2	PARISH D. MORAR	<u>[Signature]</u>
Technical Executive 3	Ashish Nathoo	<u>[Signature]</u>

Initialed by: Chairperson: [Signature] Deputy Chairperson: [Signature] Secretary: [Signature] Treasurer: [Signature]