

BY-LAWS OF THE SANTA FE TABLE TENNIS CLUB

The affairs of the Santa Fe Table Tennis Club, a New Mexico non-profit organization (hereinafter referred to as "SFTTC"), shall be administered and regulated pursuant to the following By-Laws:

ARTICLE I - ORGANIZATION

- 1.1 Purpose. The purpose of the Santa Fe Table Tennis Club shall be to introduce, instruct, and educate youth, families and individuals to the sport of table tennis and to facilitate, organize, and promote the sport of table tennis as a wholesome form of physical recreation for people of all ages, and to foster national amateur sports competition.
- 1.2 Affiliations. The SFTTC shall be affiliated with the United States Table Tennis Association (USATT), a 501(c)(3) organization. The SFTTC may be affiliated with one or more corporations or non-profit organizations who may wish to further the purpose of the SFTTC through local club affiliation programs.
- 1.3 Subject to By-Laws. All present or future Directors, Officers, Members, and Guests are subject to the regulations set forth in these By-Laws.

ARTICLE II - DEFINITIONS

- 2.1 Reference to Articles of Incorporation. All definitions and declarations as stated in the Articles of Incorporation are incorporated herein by reference as if fully restated in these By-Laws.
- 2.2 Fiscal Year. The fiscal year of the SFTTC begins the first day of January of each year.
- 2.3 Director. A member of the Board of Directors of the SFTTC.
- 2.4 Board. The Board of Directors of the SFTTC.
- 2.5 Officer. An officer of the SFTTC.
- 2.6 Officer Committee. The Directors in combination with the Officers.

- 2.7 Member. A member of the public who supports the purpose of the SFTTC and adheres to the Code of Conduct as given in these By-Laws and has submitted the proper application and fee for his/her category of membership.
- 2.8 Guest. A member of the public who was invited to play by a Member or who learned about the club through the internet, newspaper or other source and pays the daily drop-in fee.
- 2.9 Non-member. Same as Guest.
- 2.10 St. John's Community. Students, faculty, and staff of St. John's College, and members of their family (spouses, children) plus St. John's College Alumni (but not their family members).
- 2.11 Authorized Expenses. If no more than \$50, this is an expense approved by the President. If over \$50, it is an expense approved by the Board.

ARTICLE III – DIRECTORS AND OFFICERS

- 3.1 Unpaid Volunteers. The Directors and Officers of the SFTTC are unpaid volunteers who guide the club's operations and activities as described in these By-Laws.
- 3.2 Elections. All Directors and Officers of the SFTTC shall be elected in accordance with these By-Laws.
- 3.3 Officer Committee. The Officer Committee shall be composed of the Directors in combination with the Officers. This committee shall hold the decision making power for those activities and issues described in these By-Laws.
- 3.3 Liability. The Directors and Officers shall not be personally liable for the debts, liabilities, or other obligations of the SFTTC. The SFTTC agrees to indemnify and hold its Board of Directors and Officers harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against them individually, or as a collective body, that result from the acts or omissions of the Directors or Officers relating to all actions performed individually or collectively and as authorized by the Directors or Officers or the general membership in accordance with the budget and policies of SFTTC.

ARTICLE IV – BOARD OF DIRECTORS

- 4.1 Overview. The management and disposition of the affairs and property of the SFTTC shall be vested in the Board of Directors. The number of directors may be changed from time to time in the manner provided for in these By-Laws, but in no event shall be less than three (3). All the business of the SFTTC shall be conducted by the Directors under and subject to the direction of the laws of the State of New Mexico and of the United States of America.
- 4.2 Term. The Directors shall be elected by the Members for a one year term. A given Director may serve for an unlimited number of terms. In the event a Director resigns or is removed from office, a meeting of the Members shall be held to elect a new Director.
- 4.3 Simultaneous Terms. A Director may serve as an Officer during the term as Director.
- 4.4 Powers and Duties. The Directors hold the decision making power, by majority vote, for all expenditures over \$50, for decisions as to the purchase and disposition of equipment, for the primary venue(s) of play, and for tournaments.
- 4.5 Other Powers and Duties. Powers and duties not specified in these By-Laws and not specifically assigned to an Officer, Manager, Committee, or other position named in these By-Laws shall belong to the Directors.
- 4.6 Removal. A Director may be removed from office by majority vote of the Directors if the Officer Committee determines, by majority vote, that said Director is not acting in good faith to uphold the Articles of Incorporation, the Purpose of the SFTTC, the Powers and Duties of Directors (section 4.4), the SFTTC Code of Conduct, or these By-Laws.
- 4.7 Number of Directors. The initial number of directors shall be three (3). The number of directors shall be an odd number. The number of directors may be changed by a 2/3 vote of the members at any annual or special meeting.

ARTICLE V – OFFICERS

- 5.1 Overview. The officers of the SFTTC shall consist of a President, Vice President and Secretary/Treasurer.
- 5.2 Term. The Officers shall be elected by the Members for a one year term. A given Officer may serve for an unlimited number of terms. In the event an Officer resigns or is removed from office, a meeting of the Members shall be held to elect a replacement.
- 5.2 Simultaneous Terms. An Officer may serve as a Director during the term as Officer.

5.3 Powers and Duties.

(a) President. The President shall superintend the business of the SFTTC generally, preside at all meetings of the SFTTC, appoint committees and committee chairmen, and perform any other duties delegated by the Directors. The President shall also be responsible for training the Vice President and the President-Elect in the duties of the office of President in whatever manner shall be deemed most effective.

(b) Vice President. The Vice President shall carry out the duties of the President in his/her absence or disability. The Vice President shall also supervise the activities of all SFTTC committees, giving periodic reports to the President as necessary. The Vice President shall make every effort to familiarize himself/herself with the duties and responsibilities of the office of the President as described above.

(c) Secretary/Treasurer. The Secretary/Treasurer shall be responsible for recording the minutes of all SFTTC meetings. He/she shall also be responsible for the regular correspondence of the SFTTC, including communications with Members regarding meetings, tournaments, etc.

The Secretary/Treasurer shall be responsible for the financial operations of the SFTTC. He/she shall receive all Membership dues and fees. He/she shall receive all invoices and receipts for SFTTC expenses and shall pay all bills as required. He/she shall also reimburse SFTTC Members for Authorized Expenses incurred in the pursuit of official SFTTC business. He/she shall receive all registration fees for tournaments and pay all expenses associated with tournaments. He/she shall open and maintain SFTTC bank accounts, using only institutions covered by federal account insurance programs. In no case shall the Treasurer deposit funds into an institution of which he/she is an employee or stockholder without prior approval of the Board. The Secretary/Treasurer shall report on the financial condition and transactions of the SFTTC to the Officer Committee on a quarterly basis, and at all Officer and regular meetings, upon request of the Board, and shall be responsible for the preparation an annual report at fiscal year end, and other reports as may be required for audit purposes. The Secretary/Treasurer shall also prepare annual financial returns as required by the IRS.

ARTICLE VI - ELECTIONS

6.1 Elections. The Directors and Officers of the SFTTC shall be elected to their position every year in the annual general meeting of the Members, or in the case of a vacancy, at a special meeting called by the Officer Committee.

- 6.2 Orderly Transition. All Directors, Officers, Committee heads, and functional club appointees are responsible for orderly transition of all club related ongoing activities to their successor as well as reporting on all club agreements or transactions undertaken during their term on completion of term of office, resignation, or termination for whatever reason.

ARTICLE VII - MEETINGS

- 7.1 Annual Meeting. The SFTTC shall hold at least one general meeting of the Members per year. The time and place of said meeting shall be selected by the Officer Committee. All Members of the SFTTC shall be eligible to attend said meeting and shall be sent notification by email not less than two weeks before the date of said meeting.
- 7.2 Special Meetings. The Officer Committee may call special meetings at any time. All Members of the SFTTC shall be eligible to attend such meetings and shall be sent notification by email not less than two weeks before the date of such meetings.
- 7.3 Officer Committee Meetings. Meetings of the Officer Committee shall be held not less than once a year at a time and place to be set by majority vote of its members.
- 7.4 Quorum. Unless stated otherwise in these Bylaws for a given meeting, a quorum for any votes taken at the annual meeting, Officer Committee meeting, or at a special meeting is a majority of the members of the group. A quorum must be present for such votes to be adopted as decisions of the group.
- 7.5 Schedule of Fees. The annual meeting shall include a vote on retaining or revising the Schedule of Fees (section 8.5).
- 7.6 Proxy Votes. A member who cannot attend a meeting may assign his/her vote to another member who will be attending the meeting. That member will then have multiple votes counted for each aye or nay vote. Proxy assignments must be in writing (letter or email) and those letters or emails must be submitted to the Secretary or President at the meeting.

ARTICLE VIII - MEMBERS

- 8.1 Any person who is willing to uphold the purpose, Code of Conduct, and By-Laws of the SFTTC may become a Member in the SFTTC upon completion of the proper application and submission of the proper fee for his/her category of Membership as set forth in the Schedule of Fees.
- 8.2 Membership in the USATT is not required for Membership in the SFTTC.
- 8.3 There will be three categories of Members in the SFTTC as follows:
 - a. Adult - Adults are defined as those individuals who are 18 years of age or older as of the last July 1.
 - b. Junior - Juniors are defined as those individuals who are under 18 years of age as of the last July 1.
 - c. Family - Family Members include any and all junior children of an adult Member and includes both adults of a partnered couple.
- 8.4 Privileges of Membership will be as follows:
 - a. Participation in any SFTTC-sponsored intra-club, inter-club, or non-USATT sanctioned tournament.
 - b. League play discount.
 - c. Voting privileges at the Annual Meeting and at Special Meetings as described in these By-Laws.
- 8.5 Schedule of Fees. The Schedule of Fees may be changed from time to time by majority vote of the Members at any annual or special meeting. The initial Schedule of Fees shall be:
 - a. Adult Membership - \$85 per year (or \$55 semi-annual) + applicable venue fees (currently \$2 per day at St. John's College).
 - b. Junior Membership - \$35 per year + applicable venue fees (currently \$2 per day at St. John's College).
 - c. Family Membership - \$125 per year + applicable venue fees (currently \$2 per day at St. John's College).
 - d. Drop-in play - Adults \$5, Juniors \$3.

- e. League Play - free for Members. \$10 for Non-members. The Non-member fee may be waived from time to time to encourage participation as determined by vote of the Board of Directors.
 - f. Exceptions - exceptions to these fees may be made on a case by case as determined by the Board of Directors. Typical exceptions are for financial hardship.
 - g. St. John's Community - members of the St. John's Community (section 2.10) may play without charge in regular club play, league play, and club (non-USATT) tournaments held at St. John's College.
- 8.6 Disciplinary Actions. A Member may receive disciplinary actions from the Officer Committee for failure to uphold the SFTTC Code of Conduct. The disciplinary action shall be in the form of a written notice detailing the misconduct, followed by a private meeting with at least two members of the Officer Committee and the Member receiving the action to: explain the action, review the SFTTC Code of Conduct and the conduct in question, discuss suggestions for resolving the grievances of any affected parties, and get commitment from the Member to uphold the SFTTC Code of Conduct.
- 8.7 Termination. Any Membership may be terminated either voluntarily by the Member for any reason upon resignation tendered to a member of the Officer Committee, or through failure to pay due Membership fees, or for cause by a majority vote of the Board of Directors if the Member fails to uphold the SFTTC Code of Conduct after having received two Disciplinary Actions.
- 8.8 Freezing Membership. Members may freeze their membership twice per calendar year by notifying the Secretary/Treasurer in writing (letter or email).

ARTICLE IX - NON-MEMBERS

- 9.1 Non-members may use the club facilities during scheduled open play times.
- 9.2 A per-day drop-in fee will apply to Non-members using the club facilities.
- 9.3 The following Non-members are exempt from drop-in fees:
Tom Wintrich, Don Geeze, Dennis and Liz Gresham, Gary Gurtiza, Toni Gresham
- 9.4 Non-members must uphold the SFTTC Code of Conduct. Failure to do so may result in Disciplinary Action by majority vote of the Officer Committee. Disciplinary Action may

include permanent barring from play or attendance at the club facility and at club-sponsored tournaments.

ARTICLE X – MANAGERS

- 10.1 Floor Managers may be appointed by the President to help control the day to day activities and play of the SFTTC.
- a. The Floor Manager and/or his assistants will open the club, set up and take down tables and barriers, take attendance, and collect play fees, and oversee that the general conduct and sportsmanship of play is maintained during play. The managers have authority to distribute and explain Membership applications, and mediate and resolve procedural, behavioral, and rule conflicts. (Managers must notify the Directors and Officers when such conflicts occur.)
- b. Floor Managers will receive \$5 credit for each day of Floor Management service. This credit will be applied toward their annual Membership and/or play-day fees. Floor Manger credit may be shared by two Members if both Members participate equally throughout a play day or if one Member opens the club and the other closes it.
- 10.2 Other Managers may be appointed as deemed appropriate by the President to help with specific areas of activity such as training, youth programs, league play, and community outreach, and fundraising. Such managers must be approved by majority vote of the Board.

ARTICLE XI – TOURNAMENTS

- 11.1 Tournament Director. A Tournament Director may be appointed by the President. Such director must be approved by majority vote of the Board of Directors. The Tournament Director may also serve simultaneously as an Officer, and/or member of the Board of Directors. The Tournament Director is a special type of director and is not an Officer unless he/she is otherwise elected to an Officer position.
- a. The Tournament Director shall propose, plan, organize and oversee tournaments held by the SFTTC.
- b. The Tournament Director shall propose, plan, organize and oversee structured league play of the SFTTC.

c. The Tournament Director may appoint assistants and managers to help in the planning and execution of a tournament. Such assistants and managers do not need approval by the Board of Directors or other Officers but must be Members.

11.2 Tournament Committee. The President shall appoint a Tournament Committee consisting of three (3) Members for USATT-sanctioned tournaments organized by the SFTTC. The Tournament Committee shall include a previously appointed Tournament Director, if such appointment has been made. The Tournament Committee shall then select one of its members to be the presiding tournament director at the event. The Tournament Committee shall plan and propose all major elements of the event and submit such elements to the Board of Directors for approval as soon as such elements are known (section 11.2). Board approval must be obtained before the sanction request is submitted to the USATT.

11.2 Tournament Approval.

a. All proposed tournaments shall be approved by a majority vote of the Board. Approval of a tournament includes the major aspects of a tournament which are: (1) type of event (USATT-sanctioned, vs. non-sanctioned) (2) name of event, (3) proposed dates, (4) venue, (5) format of play, (6) awards to winners, (7) registration fees, (8) tournament organizing committee, and (9) a detailed estimate of registration fees and expenses.

b. All structured league play of the SFTTC shall be approved by a majority vote of the Board of Directors.

ARTICLE XII – CODE OF CONDUCT

12.1 Code of Conduct.

a. Table tennis at the SFTTC shall be played and enjoyed for its own sake, with consideration for fair play, respect for all players, and a sense of fellowship with one's competitors. Polite, friendly behavior shall be the norm, with respect in both winning and losing.

b. The standard rules as defined by USATT for Table Tennis play must be adhered to at all times.

c. In match play where there is no umpire, the players shall make their own calls and keep their own score. If opponents disagree on any aspect of any point (whether or not the ball touched the edge, net ball serve, illegal serve, etc), a let shall be played.

- d. Do not walk through courts while a point is in play. Wait for a break between points, or games before walking through a court to get to your court or to retrieve a ball. Be courteous and excuse yourself if you inadvertently disrupt play. When possible walk around courts instead of through courts in order to avoid disrupting play.
- e. Assist with either set-up or take-down of equipment, or both, unless your schedule limits participation or you are unsure as to how to safely set up or take down equipment.
- f. Do not throw your racket or hit it against the table.
- g. Do not break balls or otherwise damage equipment.
- h. Do not attempt to intimidate your opponents through direct verbal or physical confrontation.
- i. Though not required, on a point decided by an edge-ball or a net-ball, it is customary either to say *Sorry* or raise your index finger or hand.
- j. During tournaments, shake hands after a competitive match.
- k. Avoid loud swearing or other audible outburst which may disturb other players.

ARTICLE XIII - AMENDMENTS TO THESE BY-LAWS

- 13.1 Amendments to these By-Laws may be made only by a two-thirds majority vote of the Members present at any annual, general, or special meeting. Detailed notification of such amendment(s) must be sent or given to all Members not less than two weeks before the date of said meeting. A Member who cannot attend the meeting may register his/her vote with the President or Secretary/Treasurer (or other Officer or Board member) via written letter or email. Such letters and emails must be brought to the meeting and submitted to the Secretary/Treasurer for counting and inclusion in the meeting record.

ARTICLE XIV – DISSOLUTION

- 14.1 A vote to dissolve the SFTTC may be taken only at a special meeting called for such purpose. A quorum must be obtained. A quorum for this purpose is three-fourths (3/4ths)

of the Members. Notification of the proposed vote for dissolution must be sent or given to all Members not less than two weeks before the date of said meeting. A Member who cannot attend the meeting may register his/her vote with the President or Secretary/Treasurer (or other Officer or Board member) via written letter or email. Such letters and emails must be brought to the meeting and submitted to the Secretary/Treasurer for counting and inclusion in the meeting record.

- 14.2 In the event that a quorum is not obtained after three attempts (three separate called special meetings) under the procedures described in Article 14.1, the Officer Committee may subsequently dissolve the SFTTC by a vote of its members at a special meeting. A three-fourths (3/4ths) majority affirmative vote of all members of the Officer Committee shall be required for dissolution.
- 14.3 Upon dissolution all assets of the SFTTC shall be distributed for one or more exempt purposes in accordance with Article IX of the organization's Articles of Incorporation.

Signatures:

_____	_____
officer, office	date
_____	_____
officer, office	date
_____	_____
board member	date
_____	_____
board member	date
_____	_____
board member	date