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## **CHAPTER 1. GENERAL PROVISIONS**

### **1.1 NAME**

1.1.1 The organisation shall be called the European Table Tennis Union referred to elsewhere in the Constitution by its abbreviated title ETTU.

ETTU was founded 13<sup>th</sup> March 1957 in order to group the national table tennis Associations from the countries and territories of Europe.

### **1.2 COMPOSITION**

1.2.1 ETTU shall consist of the affiliated table tennis organisations, referred to elsewhere as 'Associations', governing the sport in accordance with the principles of ETTU and the International Table Tennis Federation (ITTF) in any territory in Europe generally regarded as constituting a national, historical or other unity.

1.2.2 ETTU is the Continental Table Tennis Federation for Europe, being recognised as such by ITTF and thus having the sole and whole authority in Europe in general, and in the territories of the Associations in particular, for all matters related to table tennis on the European level.

1.2.3 Pursuant to the authority recognised to it for Europe by ITTF, ETTU has the sole and whole jurisdiction over organising a table tennis event using the denomination or title 'European', 'Europe', 'Euro' or similar, or authorising the organisation of such an event.

### **1.3 PRINCIPLES**

1.3.1 The principles of ETTU shall be general unity of action, mutual respect of Associations in their dealings with one another and the inadmissibility of discrimination against Associations or individuals on racial, political, religious, gender or other grounds.

1.3.2 ETTU is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

1.3.3 ETTU is committed to providing a sport environment free of harassment on any basis without exception.

- 1.3.3.1 The Executive Board of ETTU shall impose appropriate disciplinary sanctions from warnings to exclusions from all kind of activity in ETTU, when a complaint of harassment has been substantiated. The same range of disciplinary sanctions can be imposed if a false accusation has been substantiated.
- 1.3.3.2 The Executive Board has the power to delegate any of its duties or obligations to a competent body such as a disciplinary or ethics committee.
- 1.3.4 ETTU is committed to take a responsible approach to safeguarding the environment and managing resources through its practices in hosting events and in managing its operations.
- 1.3.5 ETTU shall observe the general and fundamental principles of Good Governance, the ITTF Code of Ethics; the Olympic Movement Code on the Prevention of the Manipulation of Competitions, the Olympic Movement Medical Code, the ITTF Anti-Doping Rules, the International Paralympic Committee (IPC) Handbook; and no provision of this Constitution shall be deemed to conflict with or derogate from those principles.
- 1.3.6 ETTU shall co-operate with ITTF, the European Olympic Committees (EOC), the European Paralympic Committee (EPC), and other organisations that recognise it as the controlling and governing authority for table tennis throughout Europe.

## **1.4 OBJECTIVES**

- 1.4.1 The objectives of ETTU shall be:
  - 1.4.1.1 to uphold the principles of ETTU and to develop the spirit of friendship and mutual assistance among Associations, officials, coaches and players;
  - 1.4.1.2 to seek continual improvement in the technical standard of table tennis and to promote participation of table tennis throughout Europe;
  - 1.4.1.3 to foster friendly sporting competition and to eliminate unfair and unsporting practices such as match fixing, match corruption, irregular and illegal betting, doping or illegal equipment;
  - 1.4.1.4 to apply and enforce the Constitution, the Regulations for ETTU title competitions and events, the ITTF Regulations for International Competitions, the ITTF Anti-Doping Rules, the ITTF Code of Ethics, the ITTF Anti-Harassment Policy and Procedures and other ETTU

regulations;

- 1.4.1.5 to promote and to supervise ETTU title competitions and events;
- 1.4.1.6 to employ the funds of ETTU as may be expedient in the interests of European table tennis;
- 1.4.1.7 to endeavour to increase participation at all levels, to enhance the popularity of the sport, to develop new sources of revenue, and to manage the sport through a systematic planning process;
- 1.4.1.8 to encourage players, coaches and officials to present the sport positively in the best ways to enhance its image.

## **1.5 LEGAL STATUS**

- 1.5.1 ETTU is incorporated in Luxembourg as a non-profit-making Association, according to the provisions of the Luxembourg law of 21<sup>st</sup> April 1928 concerning the non-profit-making associations and the foundations (see note 1). The seat and the headquarters (the head office) are settled in Luxembourg (the Grand Duchy of Luxembourg), at 73 rue Adolphe Fischer, L-1520 Luxembourg.
- 1.5.2 ETTU is endowed with legal status and its officers and employees shall not be responsible for its debts, unless it is by a grossly negligent or willful conduct.
- 1.5.3 The minimum number of Associations in membership shall be three (3).

## **CHAPTER 2. MEMBERSHIP**

### **2.1 ELIGIBILITY**

2.1.1 Membership is open to any National Table Tennis Association (NTTA) that:

a) is officially recognised and responsible in its country or territory for the organisation and implementation of all matters related to table tennis;

b) has its home country or territory capital located within the geographical area of Europe;

c) is recognised by ITTF.

2.1.2 In exceptional circumstances, membership may be opened to an NTTA that fulfils the provisions of 2.1.1 but has its home country or territory capital located outside the geographical area of Europe, provided the Association concerned:

a) is, not yet or no more, a member of another Continental Table Tennis Federation;

b) has its application for membership supported by ITTF and by the Continental Table Tennis Federation to which it should normally belong according to the geographic situation of its home country or territory capital.

### **2.2 APPLICATION AND ELECTION**

2.2.1 Applications for membership shall be made on a form approved by the Executive Board.

2.2.2 All applications shall be submitted not later than six (6) calendar months before the date of a Congress at which the application is to be considered, except applications from previous member Associations. Such applications may be accepted with immediate effect at the discretion of the Executive Board, without the need to respect the six (6) calendar months. Any such acceptance shall be ratified at the next Congress.

2.2.3 The Executive Board shall review all applications on behalf of the Congress and make recommendations on acceptance.

2.2.4 Applications for membership shall be considered by the next Congress and shall be accepted if they receive at least two-thirds

(2/3) of the votes cast.

- 2.2.5 In the consideration of applications for combined membership by Associations formerly in separate membership, or for separate membership by Associations which were formerly components of an Association which has divided, or for recognition of changes in the territory in which an Association controls the sport, the views of the organisations concerned and any circumstances outside their control shall be taken into account; secession in other circumstances is not to be encouraged.
- 2.2.6 The representatives of an Association to be elected to membership at a Congress shall be entitled to attend the meeting without voting rights.
- 2.2.7 Election and membership of an Association to ETTU shall not carry any implications in respect of the political, diplomatic or national status of the territory concerned, but only to its conduct of table tennis therein.

### **2.3 SUSPENSION AND TERMINATION**

- 2.3.1 An Association wishing to resign from ETTU shall give notice in writing to the ETTU Secretary General; the resignation may take effect at any time from the receipt of such notice until the 31st December of the same year, but the Association shall be liable for the subscription due for that year. The written resignation shall detail the reason for resignation, proposed timing and all efforts that have made toward retaining affiliation. The Association and ETTU shall have first engaged in either direct or mediated discussions with the purpose of affiliation being retained.
- 2.3.2 An Association which fails to pay its subscription for three (3) successive years shall automatically be suspended from membership; it shall not be liable for subscriptions during the period of suspension and shall be re-admitted to membership on payment of all of the subscriptions and debts previously due.
- 2.3.3 An Association which seriously and persistently fails to maintain the principles or to respect the Constitution and decisions of ETTU may be warned, fined, suspended or expelled by a Congress.
- 2.3.4 An Association that is suspended from membership shall, including but not limited to, not be entitled to nominate or enter players for any event held under the jurisdiction of ETTU nor to attend or be

represented at an Ordinary or Extraordinary Congress nor to nominate any person for election to the Executive Board, the ITTF Board of Directors, any Committee, Commission or working group nor shall any individual nominated by the Association be entitled to participate in the activities of the Executive Board, any Committee, Commission or working group; further:

- 2.3.4.1 no match official nominated by the Association shall officiate at any ETTU sanctioned event;
- 2.3.4.2 the Association shall not be entitled to receive any benefit from ETTU including but not limited to participation in development activities nor to receive any grants from ETTU;
- 2.3.4.3 the Association shall not be entitled to host an ETTU sanctioned event save that where an ETTU sanctioned event has been approved prior to the suspension, the Executive Board may establish a committee to oversee the organisation of such sanctioned event under conditions approved by the Executive Board, at its discretion.
- 2.3.4.4 In a case of a suspension, the Executive Board may allow players from the suspended Association to compete in events under the jurisdiction and flag of ETTU.
- 2.3.5 Before the Congress suspends an Association, the Association shall have been sent notice in writing of the proposed suspension at least one (1) month before the Congress at which the suspension is to be considered; the Association shall be afforded an opportunity to present its case at the Congress.
- 2.3.6 The Executive Board may act to suspend an Association pending the Congress provided the Association is afforded an opportunity to present its case and all Associations having been informed of the suspension and provided with reasons.

## **2.4 RIGHTS OF THE ASSOCIATIONS**

- 2.4.1 The Associations have the following rights:
  - 2.4.1.1 to appoint up to two (2) representatives (referred to as delegates) to take part in the Congress;
  - 2.4.1.2 to submit proposals or resolutions for inclusion in the agenda of the Congress;
  - 2.4.1.3 to nominate candidates for election or appointment according to the specific rules;



- 2.4.1.4 to enter players for participation in competitions organised under the authority of ETTU according to the specific qualification rules of each competition;
- 2.4.1.5 to take part in and benefit from ETTU's assistance, development and educational programmes;
- 2.4.1.6 to exercise all other rights arising from the Constitution or other ETTU regulations.

## **2.5 OBLIGATIONS OF THE ASSOCIATIONS**

- 2.5.1 The Associations have the following obligations:
  - 2.5.1.1 to fully comply with all duties and provisions of the Constitution and Regulations established by ETTU as well as with all decisions taken in accordance therewith;
  - 2.5.1.2 to apply the ITTF Anti-Doping Rules, the ITTF Code of Ethics and the ITTF Anti-Harassment Policy and Procedures;
  - 2.5.1.3 to immediately notify ETTU about any major change of the Association (change of President, General Secretary, address or contact details);
  - 2.5.1.4 to request their own members to comply with the ETTU Constitution and Regulations established by ETTU;
  - 2.5.1.5 to be responsible for its clubs and players, including entry fees, penalties, and eligibility, in compliance with the ETTU Constitution and Regulations;
  - 2.5.1.6 to fulfil at all times the requirements necessary for eligibility to membership;
  - 2.5.1.7 to pay the ETTU annual subscription.

## **CHAPTER 3. ASSOCIATED ORGANISATIONS**

### **3.1 OTHER GROUPINGS OF ASSOCIATIONS**

- 3.1.1 Grouping of Associations shall, in principle, include Associations that share common objectives (promoting table tennis in any of its forms or categories, organising competitions for specific titles or for areas united by language, history and/or culture).
- 3.1.2 Each grouping of Associations shall have the right to organise specific grouping competitions open to all the Associations of the grouping provided that the Constitution is observed in respect of play with an unaffiliated organisation.
- 3.1.3 ETTU shall be notified about any change of the grouping of Associations (change of President, General Secretary, address or contact details).

## **CHAPTER 4. HONORARY POSITIONS**

4.1 Upon the recommendation of the Executive Board, the Congress may appoint as an Honorary Member a person who has given outstanding and meritorious services to ETTU.

An Honorary Member is entitled to receive free hospitality at the European Championships and to attend the Congress.

4.2 The Executive Board may award a Badge of Honour to a person that has given an outstanding contribution to the work of ETTU and/or to its Objectives.

4.3 Upon the recommendation of the Executive Board, the Congress may revoke an honorary position.

## **CHAPTER 5. GOVERNANCE**

### **5.1 CONGRESS**

- 5.1.1 The Congress bears the overall responsibility for the sustainable and continuing development and proper regulating, legislating and governing of table tennis in Europe.
- 5.1.2 The Congress is the supreme governing body of ETTU and consists of the assembled delegates of the Associations.
- 5.1.3 A Congress requires a quorum of more than one-half (1/2) of the Associations to be present or represented.
- 5.1.4 The Congress has the following functions and powers:
- 5.1.4.1 to establish and to amend the Constitution and the Regulations;
  - 5.1.4.2 to elect the ETTU President, the ETTU Deputy President, the ETTU Vice President for Finance and the five (5) ETTU Vice Presidents, at a Congress held in the year of the Summer Olympic Games. All members elected shall serve for a four (4) years term and shall be eligible for re-election not more than twice in the same role;
  - 5.1.4.3 to elect the ETTU members of the ITTF Board of Directors. All members elected shall serve for a four (4) years term and shall be eligible for re-election not more than twice;
  - 5.1.4.4 to elect up to ten (10) members of the Board of Appeal for a four (4) years term;
  - 5.1.4.5 to elect the members of the Audit Commission. All members elected shall serve for a four (4) years term and at least one (1) member of the previous Audit Commission shall retire after one (1) term;
  - 5.1.4.6 to delegate any of its powers to the Executive Board, on the request of at least one-third (1/3) of the Associations not in arrears;
  - 5.1.4.7 to ratify the work done by the Executive Board since the last Congress;
  - 5.1.4.8 to decide to deal with a matter normally delegated to another ETTU body or decided upon by this body;
  - 5.1.4.9 all the other functions and responsibilities mentioned from 5.1.10.1.1 to 5.1.10.1.15.
- 5.1.5 Representation of Members and Attendance**
- 5.1.5.1 Each Association shall be entitled to two (2) delegates at a Congress.
  - 5.1.5.2 The Executive Board members, the Honorary Members, ETTU members of the ITTF Board of Directors, Committee chairs, Officials

and ETTU staff, are allowed to attend the Congress with the right to speak but not to vote. Committee and Commission members shall be entitled to attend the Congress as observers, without speaking or voting privileges unless representing an Association. The Congress chair, exceptionally, may allow special guests to attend and speak at the Congress.

- 5.1.5.3 An Association eligible to vote at a Congress may be represented by another Association eligible to vote. No Association may hold more than one (1) proxy.

### **5.1.6 Delegates**

- 5.1.6.1 Delegates shall be appointed by the appropriate body of the Association they represent; they shall either carry the citizenship (passport) of this Association or shall have their main residence in the territory controlled by this Association for no less than the preceding twelve (12) months. Delegates of Associations belonging to the same state unity, with the same kind of national passport, shall have their main residence for no less than the preceding twelve (12) months in the territory where the Association has jurisdiction.

### **5.1.7 Place and Time**

- 5.1.7.1 A Congress shall be held annually. In principle the Congress will be held at the host city and during the period of the European Championships.

### **5.1.8 Notice of Meeting**

- 5.1.8.1 Notice of the meeting, giving details of the place, date and time and the business to be transacted, shall be sent by post or e-mail to:
- 5.1.8.1.1 each Association;
  - 5.1.8.1.2 the Executive Board members;
  - 5.1.8.1.3 the Honorary Members;
  - 5.1.8.1.4 the ETTU members of the ITTF Board of Directors and the Committee chairs and the Officials.
- 5.1.8.2 The notice shall be sent not later than two (2) calendar months before the date of the meeting.

**5.1.9 Notice of Business**

- 5.1.9.1 Details in writing of propositions and resolutions to be dealt with at a Congress shall reach the Secretary General not later than three (3) calendar months before the date of the meeting.
- 5.1.9.2 The deadline for nominations for election shall be not later than six (6) weeks before the date of the relating election in a Congress.
- 5.1.9.3 Notice of the closing date in each year for the receipt of business, propositions and resolutions shall be sent to all Associations by the Secretary General not later than six (6) calendar months before the date of the meeting.
- 5.1.9.4 Propositions and resolutions, other than changes to the Constitution, of which due notice has not been given but which, in the opinion of the Executive Board, relate to the business in hand or relate to an emergency may be admitted by a vote in favour of two-thirds (2/3) of the votes cast at the Congress.

**5.1.10 Procedure**

- 5.1.10.1 The agenda for a Congress shall include:
  - 5.1.10.1.1 the appointment of a Chair;
  - 5.1.10.1.2 a roll call of the Associations present;
  - 5.1.10.1.3 the appointment of scrutineers;
  - 5.1.10.1.4 minutes of the previous Congress;
  - 5.1.10.1.5 the consideration of applications for membership;
  - 5.1.10.1.6 the Annual General Report, including reports from the Executive Board members;
  - 5.1.10.1.7 the receipt of reports from the Committee chairs, Officials and the Secretary General;
  - 5.1.10.1.8 the receipt of the financial report, the Audit Commission report, the audit review statement of accounts for the previous, the consideration of the next year's budget and the appointment of Auditors;
  - 5.1.10.1.9 the consideration of propositions and resolutions;
  - 5.1.10.1.10 when appropriate, the election of President, Deputy President, Vice President for Finance and Vice Presidents;
  - 5.1.10.1.11 when appropriate the election of ETTU members of the ITTF Board of Directors;

- 5.1.10.1.12 when appropriate the election of up to ten (10) members of the Board of Appeal;
- 5.1.10.1.13 the ratification of the work done by the Executive Board since the last Congress;
- 5.1.10.1.14 the announcement of the place and date of the next Congress;
- 5.1.10.1.15 the consideration of any other business.

5.1.10.2 No speaker shall speak more than once on a proposition or resolution except that the proposer shall have the right of reply and that the Chair may, at his or her discretion, allow a speaker to speak more than once to answer a query arising from his or her original statement.

5.1.10.3 The Chair shall decide how many speakers will be permitted to speak on a proposition or resolution and when the vote shall be taken, except that a motion "that the question now be put" shall be voted on immediately, without further discussion; if such a motion is carried the proposition or resolution or any amendment before the meeting shall then be voted on immediately, without further discussion, subject to the right of reply by the mover of the substantive proposition or resolution.

### **5.1.11 Voting**

5.1.11.1 Each Association not in arrears shall have one (1) vote.

5.1.11.2 Decisions shall be decided by a majority of the votes cast except that:

5.1.11.2.1 changes to the Constitution, suspensions or expulsions from membership, the acceptance of late or emergency business or propositions, warning fining suspending or expelling an Association, revoking an honorary position, require more than one-half (1/2) of the Associations to be present or represented at the Congress and requires a majority of two-thirds (2/3) of the votes cast;

5.1.11.2.2 dissolution of ETTU requires more than two-thirds (2/3) of the Associations to be present or represented at the Congress and requires a four-fifths (4/5) majority of the votes cast.

5.1.11.3 Votes cast are votes in favour and votes against. Abstentions and invalid votes are not counted as votes cast.

5.1.11.4 If there is an equality of votes in any matter except in elections the motion shall fail, and the meeting shall proceed with the next

business.

- 5.1.11.5 Voting other than in elections shall be either by a show of hands, by electronic device, by roll call or by secret ballot, as decided by the Congress on a proposition by the Chair.
- 5.1.11.6 A number of delegates shall be nominated, for approval by the Congress, to act as scrutineers.
- 5.1.11.7 The appointed scrutineers are responsible for the correct organisation of a ballot including the distribution of ballot papers, the count of votes cast, the proclamation of the ballot result and the draw by lot in the event of a tie voting result in the second ballot of an election.

### **5.1.12 Elections**

- 5.1.12.1 Voting in elections shall be by secret ballot. If there is only one candidate for a post, the congress may decide by acclamation, unless a delegate asks for a secret ballot.
- 5.1.12.2 Where there are more candidates or options for a post or posts than the number of vacancies, provided that the majority (more than 50%) is not reached, additional ballots will be required. In this case, at each successive ballot, the candidate or option obtaining the smallest number of votes shall be eliminated.
- 5.1.12.3 If there is a tie for the lowest number of votes, a further vote shall be held amongst them to determine who is eliminated, and if there is still a tie, the decision will be taken by a draw by lot.
- 5.1.12.4 Consecutive ballots will be organised until the election is decided.
- 5.1.12.5 At an election a ballot paper shall be considered valid only if the number of votes cast on this ballot equals the number of vacancies.

### **5.1.13 Extraordinary Congress**

- 5.1.13.1 An Extraordinary Congress shall be convened by the Executive Board or shall be convened within ten (10) weeks of receipt by the Secretary General of a requisition in writing submitted by not less than one-fifth (1/5) of the Associations not in arrears.
- 5.1.13.2 The notice shall be sent to all Associations not later than a calendar month before the date of the meeting.
- 5.1.13.3 The requisition for an Extraordinary Congress shall specify the business for which the meeting is to be convened.



## **5.2. EXECUTIVE BOARD**

- 5.2.1. The Executive Board has the following duties and responsibilities:
- 5.2.1.1 to determine the internal operations and procedures;
  - 5.2.1.2 to appoint the Secretary General of ETTU;
  - 5.2.1.3 to appoint the chair of the Board of Appeal among the members elected by the Congress;
  - 5.2.1.3 to appoint the Committee chairs and members, Officials and working groups, except the chair and members of the Athletes Commission;
  - 5.2.1.4 to impose disciplinary sanctions for inappropriate conducts and violation of the Constitution and Regulations which are not expressly attributed to another body within ETTU;
  - 5.2.1.5 to determine the terms of reference for all Committees, Commissions, working groups or panels that the Executive Board may establish from time to time;
  - 5.2.1.6 to establish an ETTU strategic plan to be submitted to the Congress;
  - 5.2.1.7 to appoint the bank accounts of ETTU and the persons with signature on them;
  - 5.2.1.8 to decide a remuneration of the President or any elected Executive Board member, if applicable. Such decisions shall be minuted with specific mention of the names and amounts and shall be reflected in the annual budget and the annual statement of accounts;
  - 5.2.1.9 to review all applications for new membership and make recommendations on acceptance to the Congress;
  - 5.2.1.10 to submit propositions and resolutions to the Congress;
  - 5.2.1.11 to define the use of the ETTU name and logo;
  - 5.2.1.12 to represent ETTU in all juridical matters;
  - 5.2.1.13 to deal with all other current or urgent business and to assume all responsibilities which are not expressly attributed to another body within ETTU.
- 5.2.2 The Executive Board shall consist of the President, the Deputy President, the Vice President for Finance and five (5) Vice Presidents, all from different Associations, and the chair of the Athletes Commission.
- 5.2.3 The Executive Board shall meet at least four (4) times a year and otherwise when convened by the President or at the request of three (3) Executive Board members shall be convened within thirty (30) days.

### **5.3 ETTU MEMBERS OF THE ITTF BOARD OF DIRECTORS**

#### **5.3.1. Appointments and Elections**

The ETTU members of the ITTF Board of Directors are elected by the Congress in the years of the Summer Olympic Games for a term of four (4) years; they are eligible for re-election twice.

The Deputy President shall ex-officio be appointed as an ETTU member of the ITTF Board of Directors, provided he/she accepts this appointment.

### **5.4 VACANCIES**

5.4.1 If the President resigns or is unable to continue in office any longer, he or she shall be replaced by the Deputy President, until the first following Congress.

5.4.2 A vacancy arising in the post of Deputy President or Vice President for Finance shall be filled by a Vice President nominated by the President until the first following Congress.

5.4.3 A vacancy arising in the posts of Vice Presidents, ETTU members of the ITTF Board of Directors and Board of Appeal during the first three (3) years of the running term of office shall be filled by a majority of the votes cast at the next Congress for the remaining years of the running term.

### **5.5 COMMISSIONS, COMMITTEES AND OFFICIALS**

5.5.1 ETTU has an Athletes Commission, elected by the athletes, and an Audit Commission elected by the Congress.

5.5.2 Committees, Officials, working groups and panels may be appointed with, as a general rule, the following duties and tasks:

- to deal with one or more particular aspects of the activities;
- to advise and assist the Executive Board and the Secretary General on all practical and organisational issues related to those particular aspects of the activities, for which they are responsible.

5.5.3 The following committees and officials shall be appointed:

Coaches Committee,  
Gender Equality Committee,  
Para Table Tennis Committee,

Ranking Committee,  
Technical Committee,  
Umpires and Referees Committee,  
Veterans Committee,  
Youth Committee,  
Club Competitions Official,  
Medical and Anti-Doping Official.

- 5.5.4 The number of persons serving as members on each Committee shall be determined by the Executive Board before the nomination of Committee members.
- 5.5.5 Committees shall normally conduct their business by correspondence.
- 5.5.6 The chair of each Committee and the Officials shall submit to the Executive Board an annual report of activities, drawing attention to any recommendations that the Committee or Official wishes to make; acceptance of the report shall not automatically imply acceptance of such recommendations.

## **5.6 ELIGIBILITY FOR OFFICE**

- 5.6.1 Nominations for President, Deputy President, Vice President for Finance, the Vice Presidents, ETTU members of the ITTF Board of Directors, and Committees may be made only by the Association of which the nominee is a member and eligible according to the provisions of 5.1.6.1.
- 5.6.2 No more than one (1) person from an Association shall be nominated for the Executive Board and no one shall be nominated for more than one (1) post of the Executive Board.
- 5.6.3 A member of an Association that is in arrears shall not be eligible for election.
- 5.6.4 All ETTU members of the ITTF Board of Directors shall be from different Associations.
- 5.6.5 No person shall serve at the same time as a member of more than one (1) Committee and no more than four (4) such posts shall be occupied by members of an Association.
- 5.6.6 No member of the Executive Board shall serve on a Committee.
- 5.6.7 A person connected in any way with the manufacture, sale or endorsement of table tennis equipment or with consultation on such

equipment:

- 5.6.7.1 shall not be eligible as a member of the Executive Board, with the exception of the Athletes Commission chair;
- 5.6.7.2 may serve on a Committee but shall withdraw from a meeting or abstain from voting on an issue if so requested by a majority of the meeting that he or she is attending.

## **5.7 CONFLICT OF INTEREST**

- 5.7.1 Members of an ETTU decision-making body shall avoid any situation that could lead to a conflict of interest or perceived conflict of interest. Any actual, perceived or potential conflict of interest shall be declared and action taken by the individual to remove himself/herself from the situation where a conflict may arise. It is the personal responsibility of each person to avoid any case of conflict of interest.
- 5.7.2 ETTU conflicts of interest policy will set out the procedure for identifying and managing conflicts and potential conflicts of interests or duty affecting all persons involved in the administration of ETTU and its business.

## **5.8 PROPER CONDUCT**

- 5.8.1 All members of constitutional bodies shall carry out the duties in a proper and independent way, for the best interests of table tennis in Europe, without regard to the particular interests of his/her nominating Association.
- 5.8.2 Where the Executive Board considers a member of a constitutional body to have committed a gross or serious dereliction of duty or an act of improper conduct, it may, with a two-thirds (2/3) majority of the votes cast:
  - suspend an elected member of a constitutional body until the next Congress meeting, where the Congress shall take a definitive decision upon the continuation of the suspension;
  - remove from office an appointed member of a constitutional body and appoint a replacement member for the remaining period of the running term.

**5.9 CHANGES TO RULES**

- 5.9.1 Rule change propositions and resolutions may be submitted to the Congress by Associations and the Executive Board.
- 5.9.2 Rule change propositions to be considered at a Congress shall reach ETTU not later than three (3) months before the date of the Congress.
- 5.9.3 Amendments to the Constitution and the Regulations shall be made only at a Congress or an Extraordinary Congress.
- 5.9.4 Details of all rule change propositions shall be published in the agenda of the Congress at which they are to be considered.
- 5.9.5 The implementation date of each change shall be specified; if there is no such specification, the change shall take effect from 1<sup>st</sup> January of the following year once a decision is taken.

## **CHAPTER 6. ADMINISTRATIVE ISSUES**

### **6.1 MANAGEMENT STAFF**

- 6.1.1 The Executive Board shall appoint management staff on agreed terms and conditions.
- 6.1.2 A Secretary General shall be appointed by the Executive Board and shall be responsible for the direction and supervision of ETTU's professional structure and programmes.
- 6.1.3 The Executive Board may delegate, fully or partly, one or more of its duties and responsibilities to the Secretary General.
- 6.1.4 The Secretary General may appoint a staff member to serve as coordinator of a committee.
- 6.1.5 The Secretary General shall employ such other staff as are deemed necessary following Executive Board approval, taking into consideration the ETTU annual budget and according to the ETTU open recruitment policy.

### **6.2 ADMINISTRATION**

#### **6.2.1 Office**

- 6.2.1.1 The ETTU head office shall be in a place appointed by resolution of the Congress proposed by the Executive Board.

#### **6.2.2 Languages**

- 6.2.2.1 The correspondence and proceedings of ETTU shall be conducted in English.
- 6.2.2.2 All languages of ETTU members are equally official and representatives shall be entitled to address ETTU meetings in their own language, subject to their provision of interpretation into a working language fixed for use at that meeting.

## **CHAPTER 7. CONTRACTUAL AND FINANCIAL PROVISIONS**

### **7.1 CONTRACTS**

7.1.1 ETTU is legally engaged as follows:

a) for matters with financial implications, by the common signature of the President (or in his/her absence, the Deputy President) and the Vice President for Finance (or in his/her absence, the Secretary General);

b) for matters without financial implications, by the common signature of the President (or in his/her absence, the Deputy President) and the Vice President for Finance or a Vice President or the Secretary General.

### **7.2 ACCOUNTS**

7.2.1 The financial year of ETTU shall be from 1<sup>st</sup> January to 31<sup>st</sup> December. The financial accounts shall be held in Euro and shall be managed and comply with the requirements of the accepted European accounting standards applicable.

7.2.2 The Vice President for Finance shall ensure that an annual statement of accounts be prepared, which shall be an audit review by professional auditors, and that a yearly estimate of income and expenditure (budget) be presented.

7.2.3 The auditor shall be appointed by the Congress, for a term of four (4) years, and shall be eligible for re-appointment.

7.2.4 The bank accounts of ETTU shall be held at banks appointed by resolution of the Executive Board.

7.2.5 The power of signature on ETTU bank accounts should be restricted to ETTU operational staff and decided by the Executive Board. Individual signatures on any ETTU bank account shall be avoided.

### **7.3 AUDIT COMMISSION**

7.3.1 The Audit Commission shall be composed of at least three (3) members from three (3) different Associations elected by the Congress.

7.3.2 The financial statements shall be subject to an internal audit by the Audit Commission. The Commission shall make a report of its activities to the Congress.

**7.4 SUBSCRIPTIONS**

7.4.1 Each Association shall pay an annual subscription as determined by the Congress.

7.4.2 The first subscription shall be paid with the application for membership and subsequent subscriptions shall be due on 1st January of each year.

7.4.3 An Association shall be in arrears if its subscription has not been paid by 31<sup>st</sup> December of the year in which it is due.



## **CHAPTER 8. JUDICIAL PROVISIONS**

### **8.1 JUDICIAL BODIES**

8.1.1 The following bodies of ETTU have judicial powers:

the Congress and the Extraordinary Congress,  
the Executive Board,  
the Secretary General,  
the Club Competitions Official,  
the Board of Appeal.

### **8.2 PROCEDURAL RULES APPLICABLE TO THE JUDICIAL BODIES**

8.2.1 The judicial bodies of ETTU shall provide fair procedures to all parties involved and shall respect their fundamental rights. They recognise in particular:

8.2.1.1 that any person acting with ETTU will not participate in any interaction which could influence an outcome or decision relative to any specific matter if the person has a conflict of interest according to the ITTF Code of Ethics;

8.2.1.2 the right of the person or Association to know the charge and to examine the relevant file;

8.2.1.3 the right to know the sanctions which might be imposed;

8.2.1.4 the right to be heard, to present a defence, to produce evidence and to be assisted by counsel at their own expense;

8.2.1.5 the right to present an appeal to any judicial decision.

### **8.3 BOARD OF APPEAL**

8.3.1 The Board of Appeal consists of up to ten (10) members elected by the Congress. The members shall have a juridical education or experience in juridical matters; the Executive Board appoints a member with a juridical qualification as chair.

8.3.2 A member of the Board of Appeal shall not hold nor take a position in the other judicial bodies nor in any other constitutional body.

8.3.3 The chair appoints at least three (3) of the members to each case brought forward to the Board of Appeal.

8.3.4 The seat of the Board of Appeal is set in the ETTU head office.

8.3.5 The Board of Appeal is provided with the power to take final decision on any appeal put forward against a decision taken by the judicial bodies in ETTU.

8.3.6 The provisions and rules governing the legal procedures of the Board of Appeal are specified in annex A: rules governing the legal procedure of the Board of Appeal and annex B: catalogue of disciplinary sanctions, and the annexes are to be considered as an integral part of the Constitution.

#### **8.4. COURT OF ARBITRATION FOR SPORT (CAS)**

8.4.1 ETTU recognises the Court of Arbitration for Sport (CAS) with headquarters in Lausanne (Switzerland) to resolve disputes arising from this Constitution or other ETTU rules and regulations, or decisions of ETTU which cannot be settled by the ETTU appeals process. The parties concerned shall undertake to comply with the Statutes and procedural rules of this Court of Arbitration for Sport and to accept and enforce its decisions, which are final.

## **CHAPTER 9. FINAL PROVISIONS**

### **9.1 DISSOLUTION**

- 9.1.1 ETTU shall not be dissolved other than at a Dissolution Congress specially convened for the purpose.
- 9.1.2 The balance of funds in hand at the time of dissolution shall be divided equally among the Associations not at that time in arrears.

### **9.2 CONCLUDING PROVISION**

- 9.2.1 This Constitution was approved effective 1<sup>st</sup> January 2020 by the ETTU Congress at Nantes France, 4<sup>th</sup> September 2019.

#### Note 1

Pursuant to the relating unanimous decision of the Congress at its Meeting on 27<sup>th</sup> April 1997 in Manchester England, ETTU has been incorporated in Luxembourg as a non-profit-making association ('association sans but lucrative', abbreviated as 'a.s.b.l.').

The Luxembourg law of 21<sup>st</sup> April 1928 (the 'LAW'), in its version as amended afterwards, is applicable, or any other Luxembourg law which may regulate non-profit-making associations.

Following the deposit and the registration of the Constitution, the address of the Seat and the list of the member Associations, with the head of the Luxembourg 'Registre de Commerce et des Sociétés', ETTU has been granted civil and juridical personality as from 19<sup>th</sup> February 1993 (date on which the Constitution has been published in the Luxembourg 'MEMORIAL - Recueil Spécial des Sociétés et Associations').

In order to uphold the civil and juridical personality of ETTU, the Secretary General shall notify the head of the Luxembourg 'Registre de Commerce et des Sociétés' of all changes to the Constitution, to the Seat, to the list of the member Associations as well as to the members of the Executive Board or to their addresses, latest within three months after the Congress Meeting where the relating changes have been decided or ratified.

Ensure the publication in the Luxembourg 'MEMORIAL - Recueil Spécial des Sociétés et Associations' of all amendments to the Constitution, latest within three months after the Congress Meeting where such amendments have been adopted.

## **Annex A**

### **Rules governing the legal procedure of the Board of Appeal**

The Board (BoA) may respectively:

#### **1. Competencies**

##### **1.1.**

- confirm, reject or modify a juridical decision made by one of the ETTU judicial bodies,
- consider questions of interpretation of the Constitution or the Regulations, so far as such questions arise in a case brought forward to the Board.

**1.2** Any Member Association or, in the case of a Club-Event, any club affiliated to a Member Association is entitled to lodge a case either on its own behalf or on behalf of one of its members, as e.g. an official or a player affiliated to it or being otherwise under its authority.

**1.3** The claims of the parties are not binding on the BoA, which may alter a decision even to the disadvantage of the party lodging the appeal or of any other party.

**1.4** The decisions of the BoA shall be final and binding to all parties concerned.

**1.5** An appeal shall have no delaying effect, except for financial matters and for fines.

#### **2. Holding court**

The BoA shall hold court whenever its Chair considers it either necessary or required according to relevant regulations. The Chair appoints the members for each case taking into consideration, that there will be no conflict of interest for the members to make a judgement in the case. At least three members have to be appointed in each case.

#### **3. Language**

In relation with a lodged case, the BoA as well as all other parties concerned by or involved in the case shall make use exclusively of the official Language.

#### **4. Challenge of Judges**

If the nominating Member Association of a member of the Board or a club of this nominating Member Association is involved in a case or if there of other reasons can be anticipated a conflict of interests, then the member concerned shall not take part neither in the procedure to settle the case nor in the relating decision making process.

#### **5. Time limits and deadlines**

A case lodged to the BoA by either a Member Association or a club shall be submitted to the Secretariat, strictly respecting the applicable deadlines as laid down in the respectively relevant Regulation.

At the time of lodging a case, the lodging party shall simultaneously submit to the Secretariat all supporting documents and arguments relevant for and concerning the case.

#### **6. Conformity issues**

Upon the relating decision of the Board Chair, a case may not be accepted, if it is not submitted in conformity with the provisions of the Constitution, the Regulations or the present rules.

#### **7. Costs**

The costs of the procedure of the BoA shall include the actual expenses and the lodging fee of 1,000 EUR. This latter fee shall be paid into the ETTU bank account mentioned in the Handbook and has to be received by the ETTU within eight (8) days of the submission of the case.

Principally, actual expenses arising from the BoA instance, except for legal assistance, shall be charged to the guilty party in full or in part, according to the judgement of the case. Moreover, a party that by its behavior has caused additional or superfluous expenses may be held responsible for part or all of such expenses, regardless of the judgement.

The BoA shall decide on the procedure's costs and on the eventual return of the lodging fee. It shall also apportion the costs among the parties as it deems fit. If a frivolous or irresponsible case is lodged, the BoA may as well decide to retain an additional amount of maximum 500 EUR. No payment of interest shall be made on return of the lodging fee.

In any case, the Member Association concerned is responsible for covering the costs of the procedure for any case lodged to the BoA either by itself or by one of its clubs.

## **8. Preliminary procedure**

The preliminary part of the proceedings shall be in writing, the Secretary General being responsible for the compilation of the case file.

As all the parties concerned by a case must have the possibility to examine the documents and

arguments relating to the case, the case file shall at least contain the following:

- a) the lodging application;
- b) a detailed report of the facts;
- c) the conclusions and their motivation;
- d) the case relevant documents.

## **9. Reply**

Through the intermediary of the Secretary General, the BoA shall inform the opposing or accused

party (parties) within fifteen (15) days of the case lodging. The provisions of annex A.8 shall also apply to the reply and the relevant documents which are in hands of the opposing or accused party (parties) shall be attached to this reply as well.

The BoA Chair shall take all necessary steps to speed up the settlement of a case as much as possible.

## **10. Means of evidence**

It is obligatory for any party concerned by or involved in a lodged case to provide the BoA with the whole as well as the correct information on any request of interest and to provide any requested information at the earliest convenience.

The BoA may extend its investigations to include facts that have not been put forward by the parties concerned, but which may have an influence on the judgement of the case.

## **11. Debates and presence of the parties**

Following the exchange of the supporting documents, the BoA Chair shall, if she/he considers it necessary, fix a date for debates at the shortest possible notice.

Any parties concerned by a case shall have the right to be present or represented at the debates of that case, if any, up to the resolution of the judgement. Only persons officially accredited or nominated by a Member Association or – eventually - by a club shall have the right to represent the

Association or the club concerned. The BoA is competent to decide all questions concerning the representation of any party.

The procedure of the BoA as well as its judgement shall also be valid in the absence of one or more of the summoned parties. The parties concerned by a case shall be allowed to express their point of view. The parties may on that occasion complete the conclusions made in their submission.

The BoA may order a confrontation of parties. Any eventual refusal to submit to such confrontation shall be freely judged by the BoA.

If the circumstances so require, the BoA may postpone the debates and decree all measures which it may consider appropriate to enlighten the case. After the oral declarations, the debates are closed and the BoA shall pass its judgement in justice and fairness.

## **12. Decisions**

Decisions shall be taken with the majority of the votes cast.

To be valid, a decision of the BoA must have been taken by at least three (3) of its members.

The members of the BoA are bound to secrecy in so far as the resolutions of the BoA are concerned.

Communication and validity of the judgement:

The BoA judgement shall also be forwarded, via the Secretariat, to the parties concerned in writing.

The BoA judgement shall come into force either with the dispatching of the written communication or on any other date as settled by the BoA. The motivation of the judgement shall be briefly confirmed in writing.

The BoA may make public and briefly motivate decisions concerning matters of principle or particularly relevant cases.

## **13. Revision of the judgement**

Parties involved in a case settled by the BoA may request a revision of the relating judgement if new facts or new circumstances have emerged, which have not been not known at the time of the BoA resolutions. This request, including detailed information, has to be sent via the Secretariat to the BoA Chair, who shall decide upon the appropriateness of a new settlement of the case.

The decisions of the BoA shall be final and binding to all parties concerned.

## **Annex B**

### **Catalogue of Disciplinary Sanctions**

#### **1. General provisions**

1.1 Member Associations, clubs, club teams, players and coaches, as well as umpires and other persons fulfilling an official task at a Competition (= officials) shall all behave in accordance with the principles of loyalty, integrity and sporting spirit.

1.2 Any Member Association, club, club team, player, coach or official may be sanctioned in the case of a violation of the Constitution, the Regulations or the official decisions of relevant Authorities.

1.3 In any case, any Member Association is fully responsible for the clubs, club teams, players, coaches, officials and other persons representing it, affiliated to it or otherwise under its authority.

1.4 The judicial bodies may impose disciplinary measures and sanctions according to their jurisdiction after the Constitution and regulations either to the present 'Catalogue of Disciplinary Sanctions' or to other relevant Regulations.

#### **2. Disciplinary sanctions in direct connection with Competitions**

2.1 There are two types of competitions to be distinguished:

a) 'short-term' competitions, as e.g. tournaments, staged at one venue and played continuously,

b) 'long-term' competitions, as e.g. leagues, played at different venues and at different times,

throughout a major part of one or more playing seasons.

Protests and appeals shall be made as follows:

- at 'short-term' Competitions: according to the relevant ITTF rules or regulations;

- at 'long-term' Competitions: according to the respectively relevant Regulations.



2.2 Any serious infringement upon ITTF or ETTU Regulations or rules, committed by a team, a player, a coach or an official, and which in the opinion of the referee, the organiser or the Jury of a Competition is of such a gravity to require a disciplinary sanction or another follow-up action, shall be brought to the knowledge of the Executive Board.

2.3 In disciplinary matters, ETTU shall generally follow the ITTF policy, i.e. to disqualify the trespasser (team, player, coach, official) from the running Competition concerned and to report the case to its/his nominating Association, which shall take an appropriate action and/or impose an appropriate sanction.

### **3. Disciplinary sanctions by the Executive Board**

3.1 In addition to the cases mentioned in 2 of this Catalogue, the following offences shall as well be subject to disciplinary action by the Executive Board:

- i) according to Constitution 1.3.3.1: appropriate disciplinary, when a complaint of harassment has been substantiated;
- ii) according to Constitution 5.2.1: sanctions for inappropriate conducts and violation of the Constitution and Regulations which are not expressly attributed to another body within the ETTU  
and
  - a) a non-compliance with or a violation of official decisions, taken by relevant Authorities according to the Constitution and Regulations;
  - b) the supply on purpose of false or incomplete information to the Executive Board or to a Juridical Board in a case or an appeal brought forward;
  - c) any other unreasonable conduct which may bring the table tennis sport, ETTU, a Member Association or a club affiliated to a Member Association into disrepute;
  - d) any other non-conformity with or violation of ITTF and/or ETTU Regulations.

In the case of, a full report of the facts, including the names and addresses of all persons concerned by the case as well as of any witnesses, shall be sent to the Secretariat.

3.2 The disciplinary sanctions which may be imposed by either the Executive Board or the judicial bodies to Member Associations, clubs, club teams, players, coaches or officials are:

- a) a warning;
- b) a financial fine;
- c) a disqualification;
- d) a suspension (\*).

(\*) according to the relating provisions of the Constitution, an eventual suspension of a Member Association by the Executive Board shall be confirmed and endorsed by a relating decision to be taken by the Congress at its next following Meeting.

Doping cases are regulated separately.