



ETTU

GENERAL REGULATION

(REGULATION [B])

This **Regulation** specifies detailed and complementary provisions for the implementation and for the practical application of the ETTU Constitution.

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B.0. DEFINITION OF TERMS

B.0.1. Definitions of the CONSTITUTION

B.0.1.1 The definitions given in Chapter **A.0.** of the *Constitution* are fully applicable for *Regulation [B]*.

B.0.2. INFO

B.0.2.1 The '*INFO*' means the official **ETTU newsletter**, published periodically by the *General Secretary*.

B.0.3. HANDBOOK

B.0.3.1 The '*HANDBOOK*' means the official **ETTU manual**, in principal published annually by the *General Secretary* and including, in particular, the *Constitution*, the *Regulations* and a list with the *Member Associations*.

B.0.4. Office

B.0.4.1 The '*Office*' means the official address of the *Headquarters*, to be published in each edition of the *INFO* and of the *HANDBOOK*

B.0.5. Observer

B.0.5.1 At a *Meeting*, an **observer** is a person entitled or authorised to attend that meeting in an advisory capacity, with the right to speak but not to vote.

B.1. GENERAL PROVISIONS

B.1.1. LEGAL FORM

(1) Pursuant to the relating unanimous decision of the *Congress* at its Meeting on **27th 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.*').

(2) The Luxembourg law of 21st April 1928 (the '*LAW*') is applicable in its version as amended by the particular laws of the 22nd February 1984 and 04th March 1994.

(3) 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 the 19 February 1993^(*).

(*) date on which the *Constitution* has been published in the Luxembourg '*MEMORIAL - Recueil Spécial des Sociétés et Associations*'

(4) In order to uphold the civil and juridical personality of ETTU, the *General Secretary* shall:

- a) 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;
- b) 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.

B.1.2. SEAT AND HEADQUARTERS

(*nil*)

B.1.3. AUTHORITY AND NEUTRALITY

(1) The power to authorise the organisation of a '**European**' **table tennis event** shall be with the *Executive Board*.

B.1.4. OBJECTS

(1) The **development and promotion activities** of ETTU shall, in particular, include courses, conferences and/or camps upon the following items, in relation with the table tennis sport:

- playing
- coaching
- refereeing and umpiring
- sport administration
- organisation of *Events*

(2) The '**European' table tennis Events** ^(*) organised shall, in particular, be the following:

- the European Senior Championships
- the European Youth Championships
- (the European Junior Championships)
- (the European Cadet Championships)
- the European Veteran Championships
- the Europe Senior Top-12 Tournament
- the Europe Youth Top-10 Tournament
- the European Nations Cup
- the European Olympic Qualification Tournaments
- the European Champions League
- the ETTU (Nancy Evans) Cup
- the European Para Table Tennis Championships

(*) the provisions ruling each one of these *Events* shall be laid down in a relating *Specific Regulation*

(3) In order to reach and fulfil the *Objects*, ETTU shall among others:

- encourage and support table tennis development and promotion activities in the territories controlled by the *Member Associations*;
- identify and evaluate the needs of the *Member Associations* and give them whatever possible support;
- communicate with the *Member Associations* and enable a continuous information exchange between the *Member Associations* and between the *Member Associations* and other parties interested or involved in the *Objects* and *Activities*, particularly through the publication in the *INFO* of the *Meeting* minutes, of the results of the 'European' table tennis Events and of other news relevant to the *Objects* and *Activities*;
- co-ordinate, in strong collaboration with ITTF, the dates for all the *Events*, and harmonise the conditions of these *Events*;
- consider and propose recommendations which might become the basis for international table tennis laws or regulations.

B.1.5. DURATION

(*nil*)

B.1.6. LANGUAGE

(1) At *Meetings*, any authorised speaker may address the meeting in any other language than English, subject to his providing interpretation into English at his own costs.

(2) A *Member Association* may, for national purposes, translate or have translated any *Document* in its national language (at its own costs). Upon a relating request of ETTU, a *Member Association* shall provide ETTU - free of charge - with the national translation, if available, of any *Document*.

B.1.7. COLOURS, BADGE AND LOGO

(*nil*)

B.2. MEMBERSHIP

B.2.1. CONDITIONS FOR MEMBERSHIP

- (1) The **continental areas**, as fixed by ITTF, shall determinate the conditions applicable for the application for *Membership* submitted to ETTU by a National Table Tennis Association ('**NTTA**').
- (2) An application for *Membership* submitted by a NTTA from outside the geographical area of Europe shall include written evidence as to the support of ITTF and of the concerned Continental Table Tennis Confederation to that application.

B.2.2. NUMBER OF MEMBERS

- (1) If the number of *Member Associations* becomes **less than three** (3), ETTU shall, according to the LAW, be considered as having ex officio been dissolved as a non-profit-making association governed by the LAW.
- (2) The *General Secretary* shall publish the **list of the *Member Associations*** at least once annually, either in the *INFO* or in the *HANDBOOK*.

B.2.3. ADMISSION OF MEMBERS

- (1) An **application for *Membership*** shall be sent, preferably by registered mail, to the *Office*.
- (2) An application for *Membership* shall at least include the following elements concerning the NTTA applying for *Membership*:
- a) the Statutes and Regulations of that NTTA;
 - b) a declaration whereby that NTTA states to respect and observe at all times the *Constitution*, the *Regulations* and the decisions made under them by the *Authorities*;
 - c) documents giving information about the internal organisation of that NTTA as well as about the events staged by it;
 - d) the names of the members of the executive body of that NTTA.

B.2.4. RIGHTS AND OBLIGATIONS OF MEMBERS

- (1) Unless otherwise decided by the *Congress*, the ***Events*** shall be open only to representative teams of *Member Associations* respectively to players and clubs affiliated to *Member Associations*.
- (2) Every Association shall be responsible for its clubs and players, for example with regard to entry fees, penalties, eligibility etc, in compliance with the ETTU constitution and regulations.
- (3) The withdrawal or exclusion of a *Member Association* from *Membership* does in no way prejudice any right of ETTU towards that *Member Association*, which keeps full liability for the settlement of all outstanding financial obligations due to ETTU prior to the termination of its *Membership*.

B.2.5. WITHDRAWAL FROM MEMBERSHIP

- (1) The **notification** from a *Member Association* concerning its withdrawal from *Membership* or its dissolution shall be sent by registered mail to the *Office*.

B.2.6. SUSPENSION AND EXCLUSION OF MEMBERS

(1) The **suspension** of a *Member Association* may, in particular, include the **restriction of its rights**, in whole or in parts, as follows:

- the right to vote, in general and/or at *Congress Meetings*;
- the right to nominate candidates for elections and/or for appointments;
- the right to enter its representative team(s) as well as club teams or players affiliated to it in one, more or all of the *Events*.

(2) Unless otherwise decided upon by the *Executive Board*, the **suspension** of a *Member Association* shall take effect **twenty (20) days** after the date where that *Member Association* has been notified by the *General Secretary*, through registered mail, of the relating decision of the *Executive Board*.

In the event the suspension of a *Member Association* decided by the *Executive Board* is not confirmed and endorsed by the *Congress* at its next following Meeting, that suspension shall cease with immediate effect as from the date of the *Congress Meeting* concerned.

(3) Prior to any decision upon the **exclusion** of a *Member Association* from *Membership*, the *Member Association* subject to the exclusion procedure shall be **convened** to a *Congress Meeting* in order to plead its cause and to ensure its defence. The relating convening letter shall be sent to the *Member Association* by the *General Secretary*, through registered mail, not later than three months before the opening date of the respective *Congress Meeting*. It shall include the precise reasons for the intended exclusion.

(4) If a *Member Association* subject to an exclusion procedure will not use its right to plead its cause at a *Congress Meeting*, the *Congress* may decide upon the exclusion of that *Member Association* even in its absence.

(5) The **exclusion** of a *Member Association* from *Membership* shall take effect **immediately** after the relating decision has been taken by the *Congress Meeting*.

B.2.7. HONORARY MEMBERS

(1) A *Honorary Member* is entitled to get free hospitality at the European Senior Championships and to attend the *Congress Meetings* as an observer.

B.3. GOVERNING RULES

B.3.1. APPLICABLE GOVERNING RULES

(nil)

B.3.2. SET-UP AND AMENDMENT

(1) **Regulations** shall especially be set up in order to:

- provide detailed specifications for the implementation and the practical application of the *Constitution*;
- settle the 'Terms of Reference' of the *Structural Entities* as well as other provisions concerning their composition, the appointment of their members and their proceedings;
- provide overall technical specifications for the organisation of the *Events*.

(2) **Directives, Guidelines or Internal Regulations** shall be set up in order to provide detailed provisions especially for:

- the practical daily work inside ETTU, such as e.g. the activities of the *Officers*, the *General Secretary*, the *Committee Chairpersons*, the *Officials* and the other staff working for ETTU either on employment or on honorary basis;
- the practical aspects concerning the organisation of the *Events*.

B.3.3. COMING INTO FORCE

(nil)

B.4. STRUCURAL ENTITIES

B.4.1. ACTING STRUCTURAL ENTITIES

(nil)

B.4.2. ELECTIONS AND VOTINGS

(1) The **nomination** of a candidate for a position in a *Structural Entity subject to an election* shall be entered using exclusively the relating nomination form circulated by the *General Secretary*.

(2) In order to be receivable, such a **nomination form** shall:

- a) be duly signed by the candidate and by his nominating Association;
- b) be sent by registered mail to the *Office*, before the relating deadline ^(*) ^(**).

^(*) to be set and published by the *General Secretary*, at least six (6) weeks in advance to the deadline

^(**) to be set not later than six (6) weeks before the date of the relating election

(3) Where a *Member Association* nominates more than one candidate for a specific position where only one nominated candidate per *Member Association* is allowed, all nominations of that *Member Association* for the position concerned shall be declared null and void by the *General Secretary*.

(4) A list including all the eligible candidates for an election shall be circulated by the *General Secretary* to the *Member Associations* at least four (4) weeks before the date of the relating election.

(5) A **ballot by roll call** shall be held in alphabetical order, the *Association* to start with the voting process being drawn by lot by the scrutineers.

(6) Where **scrutineers** are appointed (as e.g. at a *Congress Meeting*), they are responsible for the correct organisation of a ballot, including in particular:

- the distribution of the ballot papers;
- the draw by lot of the *Member Association* to be started with for a ballot by roll call;
- the count of the votes cast;
- the validation or the rejection of votes cast;
- the proclamation of the ballot result;
- the draw by lot in the event of a tie voting result in the second ballot, etc..

For the administrative part of their task, the scrutineers shall be assisted by the *General Secretary*.

(7) Before starting to count the votes of a secret ballot, the scrutineers shall announce to the Meeting attendants the number of ballot papers distributed.

If more ballot papers are handed in than had been distributed, the relating ballot shall be declared null and void and shall be repeated forthwith.

(8) After the announcement of the result of a **secret ballot**, the ballot papers cast for the voting concerned shall be placed by the scrutineers in envelopes specifically prepared for that purpose. Once the ballot papers placed in the envelopes, these shall be closed on the spot and be signed by the scrutineers.

The *General Secretary* shall keep the closed envelopes in the *Office* and destroy them not earlier than one hundred (100) days after the closing date of the Meeting concerned.

(9) A **postal ballot**, if convened by the *Executive Board*, shall be conducted by the *General Secretary*, who shall also settle and publish, duly in advance, the conditions applicable to the postal ballot concerned (ballot paper, deadline for voting, return of the ballot paper, etc.)

B.4.3. CONGRESS

B.4.3.1. General Provisions and Decisions

(1) Only a duly convened *Congress* or *Congress Meeting* shall have the required power to take **binding decisions**.

B.4.3.2. Representation and Eligibility for Voting

(1) In any case of doubt, a delegate of a *Member Association* at a *Congress Meeting* may be asked to provide the Meeting scrutineers with documented evidence of his entitlement to represent that *Member Association*.

(2) The *Officers* and the *General Secretary* shall, other persons under employment contract with ETTU may attend the *Congress Meetings*. None of these persons shall, at a *Congress Meeting*, neither act as delegate of a *Member Association* nor be eligible to vote.

(3) To be receivable, a **proxy** shall:

- a) be established exclusively on the relating form issued and circulated by the *General Secretary*;
- b) be duly signed by the President of the *Member Association* having issued the proxy or his deputy;
- c) be handed over to the *General Secretary* latest before the opening of the relating *Congress Meeting*.

(4) The *Honorary Members* have the right to assist to the *Congress Meetings* as **observers**.

(5) The *Congress* may entitle any persons to attend a *Congress Meeting* as **observers**.

B.4.3.3. Convening, Agenda and Organisation

(1) **Convening requests** for an extraordinary *Congress Meeting* as well as **propositions** for the agenda of any *Congress Meeting* (either ordinary or extraordinary) shall be sent, by registered mail, to the *Office*.

A **proposition** for the agenda of a *Congress* shall be sent to the *Office* not later than twelve (12) weeks before the date of this *Congress* that has officially be announced (e.g. in the *INFO* or in the *Calendar*). Moreover, the proposition shall be clearly formulated and should be completed with a brief description of its reason and motivation.

(2) The **date**, the **venue** and the **agenda** of a *Congress Meeting* shall be set by the *Executive Board*.

(2a) A *Congress Meeting* shall be held, as far as possible, at the time and at the **venue** of an important table tennis event, such as e.g. European Championships, World Championships, European Youth Championships, etc.

(2b) The **agenda** of an extraordinary *Congress Meeting* shall, except the minutes of the preceding *Congress Meeting*, not include any other business than those specified in the convening request.

(2c) The **agenda** of the *Annual Ordinary Congress Meeting* **shall include** at least the following items of business:

- a) Roll call
- b) Approval of the agenda
- c) Appointment of scrutineers (3)
- d) Adoption of late entered propositions
- e) Approval of the Minutes of the preceding *Congress Meeting* (*)
(*) if so required by the provisions of § (5)
- f) Consideration of the reports from the *Officers*, the *Committee Chairpersons* and the *Officials*
- g) Consideration of the *Financial Statements*
- h) Consideration of the reports from the *Financial Experts* and from the *Auditor*
- i) Release (Discharge) to the *Executive Board*

- j) Elections for the *Executive Board*^(**)
- k) Appointment of *Financial Experts* and of an auditor^(**)
- l) Elections for the *Board of Justice* and for the *Board of Appeal*^(**)
- m) Elections for the European delegates in the ITTF Board of Directors^(**)
- n) Consideration of propositions
- o) Settling of the annual *Membership* subscription
- p) *Budget* of income and expenditure
- q) Miscellaneous

^(**) except for the filling of eventual vacancies, these elections are held in the years of Olympic Summer Games only

Moreover, the **agenda** of the *Annual Ordinary Congress Meeting* **may include**, as far as given or required and up to the discretion of the *Executive Board*, one or more other items of business, as particularly:

- Consideration of applications for *Membership*
- Consideration of proposals concerning the exclusion of *Member Associations*
- Amendments of the *Constitution*
- Decision upon the continuation or lifting of the suspension of *Member Associations*
- Consideration of proposals concerning the dismissal of members of the *Structural Entities*
- Appointment of Honorary Members

⁽³⁾ **Notice** of the final date, time and venue as well as of the agenda of a *Congress Meeting* shall be given to all *Member Associations* by the *General Secretary*, in writing, not later than one (1) month before the opening date of the Meeting concerned.

As far as relevant for the agenda of the *Congress Meeting*, the convening notice shall at least include the following **documents**:

- the reports of the *Officers*, *Committee Chairpersons* and *Officials*^(*);
- the *Financial Statements*^(*);
- the auditor's report^(*);
- the propositions duly submitted before the statutory deadline;
- the model form for the proxy;
- the form for the nominations for the elections, if given;
- any other relevant documents^(*).

^(*) some or all of these reports and/or documents may be circulated separately from the convening notice, but in no case later than three (3) days before the opening date of the Meeting

⁽⁴⁾ The chairperson of a *Congress Meeting* is holding the **domestic authority**. He shall open, conduct and close the Meeting, keep order during the Meeting and ensure that the relevant rules of procedure are respected.

The chairperson may, in particular for security reasons, take all required measures to ensure a smooth and correct progress of the Meeting, as e.g. breaking the Meeting, exclude a person, limit the number of speakers, set a time limit for speakers, etc..

⁽⁵⁾ The **Minutes** of a *Congress Meeting* shall be drafted by the *General Secretary* and be circulated by him to the *Member Associations* (e.g. through a publication on the ETTU Web-Site) before the relating statutory deadline.

The Minutes of a *Congress Meeting* shall be considered as approved if, within thirty (30) days of their official dispatching, no *Member Association* has raised fundamental objections, through registered mail, to the *General Secretary*. In the event that such fundamental objections are raised, the Minutes shall be set on the agenda of the next following *Congress Meeting* for re-consideration and definitive approval.

B.4.4. EXECUTIVE BOARD

B.4.4.1. General Provisions

(1) The *Executive Board* shall normally conduct its business in **Meetings**.

If required or otherwise indicated, the *Executive Board* may conduct its business also either by correspondence or through telephone conferences or using other communication means.

(2) Four eligible *Officers* shall constitute a **quorum** for the *Executive Board*.

(3) Between the *Executive Board* Meetings, the current correspondence and the other current matters shall be managed by the *General Secretary*, in regular consultation with the *President*.

(4) In accordance with a set of organisational *Internal Regulations*, the *Executive Board* may **delegate**, either fully or partly, one or more of its own duties to the *General Secretary* or to a staff member under the authority of the *General Secretary*, to one or more *Officers* individually or to a panel composed of *Officers*.

The afore mentioned organisational *Internal Regulations* shall clearly outline the delegated duties and govern the management and the reporting structure.

(5) The *Executive Board* is entitled to introduce detailed technical, commercial, marketing and media directives for ETTU Events, which must be in accordance with the ETTU Constitution and Regulations. Such directives may be changed or amended by the *Executive Board*, whenever necessary, however latest 3 months before an event takes place. Such directives must be published before they are legally binding.

(6) An *Officer*, whose voting right has not been suspended according to the relating provisions of the *Constitution*, shall have **one vote** in the *Executive Board*.

In the *Executive Board*, the representation of an *Officer* by another *Officer* respectively the transfer of the voting right between *Officers* by means of a **proxy** is not allowed.

(7) Except where otherwise specified in the *Constitution*, the decisions of the *Executive Board* shall be taken with the **majority of the votes cast**.

(8) Unless otherwise stated or specifically decided by the *Executive Board*, a decision of the *Executive Board* shall take effect the day of its official dispatching to the *Member Associations* (e.g. through a relating mail or through publication in the *INFO*).

(9) An **Officer** shall carry out his duties in a **neutral and independent** way, for the best of table tennis in Europe, without regard to the particular interests of his nominating Association.

(10) Where the *Executive Board* considers a member of a *Structural Entity* to have committed a gross or serious dereliction of duty or an act of improper conduct, it may, with the two-thirds majority of the valid votes cast:

- **suspend** an *Officer* or an elected member of a *Structural Entity* until the next *Congress Meeting*, where the *Congress* shall take a definitive decision upon the (non-) continuation of the suspension;
- **remove from office** an appointed member of a *Structural Entity* and appoint a replacement member for the remaining period of the running term.

B.4.4.2. Election of Officers

(nil)

B.4.4.3. Meetings

(1) As a general rule, the *Executive Board* shall meet **four times** per year for an ordinary Meeting.

(2) A **convening request** for an extraordinary *Executive Board* Meeting shall be sent, by registered mail, to the *Office*.

The convening request for an extraordinary *Executive Board* meeting shall clearly specify the business for which that Meeting has to be convened as well as the items of business to be put on its agenda.

An extraordinary *Executive Board Meeting* convened by *Officers* according to the relating provisions of the *Constitution* shall be held within six (6) weeks after the entry at the *Office* of the last required convening request.

(3) A **proposition** for the **agenda** of an ordinary *Executive Board Meeting* may be submitted either by a *Member Association*, the *General Secretary*, an *Officer*, a *Committee* or its Chairperson or an *Official*; any such proposition shall be sent to the *Office* in due time.

(4) The *President* shall - in strong consultation with the *General Secretary* and the other *Officers* - set the **date**, the **venue** and the **agenda** of any *Executive Board Meeting*.

An *Executive Board Meeting* should be held, as far as possible, at the time and at the **venue** of an important table tennis event, such as e.g. European Championships, World Championships, European Youth Championships, Europe Top-12 Tournament, etc.

To set the **agenda** of an *Executive Board Meeting*, the *President* shall give due consideration to any item submitted in writing according to the provisions of either §(2) or §(3). Furthermore, the agenda of each *Executive Board Meeting* shall include the item '**Miscellaneous**', where the *Officers* may put forward any subject of minor importance, not requiring the prior study of relevant documents.

(5) The *President* may invite those *Committee Chairpersons* and/or those *Officials* and/or those ETTU staff members who are able, through their specific knowledge and experience, to give useful advice on one or more items of the agenda of an *Executive Committee Meeting* as **observers**, to whole or part of that Meeting.

The *Executive Board* may entitle other persons to attend an *Executive Board Meeting* as **observers**.

(6) **Notice** of the date, the venue and the agenda of an *Executive Board Meeting* shall be given by the *General Secretary* in writing to the *Officers* (and to the persons to be invited to that Meeting as observers), not later than one (1) month before the date the Meeting is due to take place.

All **documents** relevant to the agenda of an *Executive Board Meeting* shall either be annexed to the convening notice or be sent by separate mail, but, as far as possible, not later than ten (10) days before the date that Meeting is due to take place.

(7) The **chairpersonship** of an *Executive Board Meeting* shall be held by the *President* or, in his absence, by the *Deputy President* or, in the absence of both, by the longest-serving *Vice-President*.

The chairperson of an *Executive Board Meeting* shall hold the **domestic authority**.

(8) At an *Executive Board Meeting*, **Minutes** of all business settled at that Meeting shall be drafted by the *General Secretary* and shall be circulated by him to the *Officers* for consideration, not later than one (1) month after the date the Meeting has taken place.

The **Minutes** of an *Executive Board Meeting* shall be considered as **approved** if, within thirty (30) days of their official dispatching to the *Officers*, none of them has raised fundamental objections in writing to the *General Secretary*. In the event that such fundamental objections are raised, the Minutes shall be set on the agenda of the next following *Executive Committee Meeting* for re-consideration and definitive approval.

After their definitive approval by the *Executive Board*, the Minutes of an *Executive Board Meeting* shall be circulated by the *General Secretary* to the *Member Associations* (e.g. through a publication on the ETTU Web-Site).

B.4.5. GENERAL SECRETARY AND PROFESSIONAL STAFF

- (1) The *General Secretary* shall report and be answerable to the *President*.
- (2) As far as not specified in the *Constitution* and in the *Regulations*, the **duties and tasks** of the *General Secretary* shall be defined in detail in his employment contract and/or in a relating *Internal Regulation*.
- (3) Among other duties, the *General Secretary* shall in particular:
- manage the *Office* and execute the operational business of ETTU, included that one of the *Juridical Boards*;
 - manage the administrative staff in the *Office*;
 - lead the persons under employment contract with ETTU and co-ordinate their work;
 - ensure the regular publication of the *INFO* and the *HANDBOOK*;
 - initiate and manage - in strong consultation with the *Vice-President for Finances* - expenditures within the framework of the *Budget*;
 - prepare - in strong consultation with the *President* - the *Congress* and *Executive Board* Meetings;
 - attend all *Congress* and *Executive Board* Meetings and take in the deliberations of these entities a significant advisory part (with the right to speak to each agenda item but not to vote);
 - act at the *Congress* and *Executive Board* Meetings as the secretary, draft the Minutes of these Meetings and circulate them according to the relating statutory and regulatory provisions;
 - initiate and coordinate the implementation of the decisions taken by the *Congress* and by the *Executive Board*;
 - compile a written report for presentation to the *Annual Ordinary Congress Meeting*;
 - report regularly about his activities to the *Executive Board*, etc..

B.4.6. COMMITTEES, OFFICIALS AND EXPERT PANELS

B.4.6.1. General Provisions

- (1) *Committees* and *Officials* shall and *Expert Panels* may be appointed with, as a general rule, the following **duties and tasks**:
- to deal - in strong co-operation with the *General Secretary* - with one or more particular aspects of the *Activities*;
 - to advise and assist the *Executive Board* and the *General Secretary* on all practical and organisational issues related to those particular aspects of the *Activities* they are responsible for;
 - to elaborate propositions in order to improve the technical or organisational quality of the *Events*.
- (2) The following *Committees* and *Officials* shall be appointed:
- a *Technical Committee*, in charge of the short-term *Senior Events*;
 - a *Youth Committee*, in charge of the *Youth Events*;
 - a *Veterans Committee*, in charge of the *Veteran Events*;
 - a *Ranking Committee*, in charge of all European Ranking Lists;
 - a *Referees and Umpires Committee*, in charge of matters concerning the appointment of referees and umpires in *Events* and the improvement of the European referees and umpires;
 - a *Teaching and Training Committee*, in charge of measures to improve the teaching, training and coaching in Europe;
 - a *Club Cup Competitions Official*, in charge - in strong co-operation with the *General Secretary* - of the supervision and the management of the *Club Cup Competitions*;
 - a *Medical Official*, in charge of all medical aspects, and particularly of the anti-doping policy;
 - a *Media Official*, in charge of the media aspects and the contacts to the press;
 - a Para Table Tennis Committee, in charge of the PTT events in cooperation with other relevant committees, in charge of promoting integration of PTT within Member Associations, and ensuring full integration into ETTU committees;
 - an Athletes Commission, in charge of representing the athletes and of defending those interests, in particular by working out proposals to improve conditions for the athletes at the major events.

As a general rule, *Expert Panels* shall deal, principally during a limited period of time, with specific aspects of the *Activities*, which are not under the responsibility of neither a *Committee* nor an *Official*.

More detailed '**Terms of Reference**' may be laid down for the *Committees* and the *Officials* and shall be laid down for the *Expert Panels* in *Internal Regulations*.

(3) A *Committee* shall consist of a **Chairperson**, a **Deputy Chairperson**, up to **five (5) supplementary full members** and up to **six (6) corresponding members**.

An *Officer* shall be neither Chairperson, nor Deputy Chairperson, nor member of a *Committee*, but he may attend any *Committee Meeting* as an observer.

(4) An *Expert Panel* shall consist of a **co-ordinator** and of three to five (other) members.

An *Officer*, a *Committee* Chairperson or member or an *Official* may be appointed as the co-ordinator or as a member of an *Expert Panel*.

(5) The **Chairperson** of a *Committee* (or his deputy) respectively the **co-ordinator** of an *Expert Panel* shall, in particular:

- represent and manage his *Committee* or *Expert Panel*;
- be responsible for the proper conduct of the business of his *Committee* or *Expert Panel*;
- regularly report to the *Executive Board* on the *Committee's* work and activities.

(6) The Chairperson or his deputy and three full members shall constitute a **quorum** for a *Committee*.

The co-ordinator and three members shall constitute a **quorum** for an *Expert Panel*.

(7) A *Committee* Chairperson or member, an *Official* or an *Expert Panel* co-ordinator or member shall carry out his duties in a **neutral an independent** way, for the best of table tennis in Europe, without regard to the particular interests of his nominating Association.

(8) A *Committee* resp. an *Expert Panel* shall principally conduct its **business by correspondence**.

As far as possible, a *Committee* Chairperson should organise a **Meeting** of his *Committee* at the venue of any important table tennis event.

Upon a duly motivated written application, the *Executive Board* may allow a *Committee* Chairperson to organise a Meeting of his *Committee* at the costs of ETTU, at least for the full members of the *Committee*. However, no *Committee Meeting* will be funded by ETTU if the *Executive Board's* approval has not been requested and given prior to the organisation of such a Meeting.

(9) Principally, the decisions of a *Committee* resp. of an *Expert Panel* shall be taken by **consensus**.

If a consensus may not be reached on an item, the relating decision shall be taken by voting of the full members, with the majority of the votes cast.

(10) ETTU Member Associations may object against decisions of a *Committee* and take the matter to the *Executive Board*. The *Executive Board* may cancel or change decisions of a *Committee*.

B.4.6.2. Appointments

(1) The *Committee* Chairpersons and the *Officials* shall be appointed by the *Executive Board*, principally for a **term of two (2) years**; they are eligible for re-appointment without any limitation.

(2) The coordinator of any *Expert Panel* shall be appointed by the *Executive Board*, principally for a term equal to the time of duration of the *Expert Panel* concerned, this term to be set by the *Executive Board* in accordance with the object of the *Expert Panel*.

(3) Each *Member Association* may nominate one or more **candidates** for appointment as *Committee* or *Expert Panel* members, but no *Member Association* may nominate more than one candidate for one specific *Committee* or *Expert Panel*.

(4) The Deputy Chairperson, the full members and the corresponding members of the *Committees*, the Deputy *Officials* and the members of the *Expert Panels* shall be appointed by the *Executive Board*, giving due consideration to the relating proposals submitted by the respective *Committee* Chairpersons, *Officials* and *Expert Panel* co-ordinators; they are eligible for re-appointment without any limitation.

B.4.6.3 ATHLETES COMMISSION

B.4.6.3.1 MISSION

The mission of the ETTU Athletes' Commission (hereafter "Commission") is to represent the views of the athletes and make their voice heard within the ETTU.

B.4.6.3.2 OBJECTIVES

- (a) The objectives of the Commission are to
 - (a.1) Consider issues related to athletes and provide advice to the ETTU
 - (a.2) Represent the rights and interests of athletes and to make related recommendations
 - (a.3) Maintain contact with the ITTF Athletes' Commission, EOC and EPC Athletes' Commissions.
- (b) The Commission shall have the following specific tasks and activities:
 - (b.1) to establish a means of seeking athletes' opinion on issues of major importance in TT through as wide a network of enquiry as possible;
 - (b.2) to keep the ETTU EB regularly informed of athlete opinion on issues of major importance in TT;
 - (b.3) to report to the EB on organisational issues that may arise in connection with athlete participation at the different competitions organised under the ETTU umbrella;
 - (b.4) to provide opinions on specific issues of athlete interest that may be entrusted to it by the ETTU;
 - (b.5) to promote a "healthy image" and "fairplay" including anti-doping, anti-corruption and illegal betting;
 - (b.6) to be the link between active athletes and ETTU
 - (b.7) to liaise and consult with other Committees and Commissions, where appropriate;
 - (b.8) to contribute to the promotion and fostering of the European and worldwide development of TT.

B.6.3.3.3 COMPOSITION OF THE COMMISSION

- (a) The Commission is composed of 5 members:
 - (a.1) 4 athletes elected during the European Championships
 - (a.2) 1 athlete elected during the PTT EC
- (b) They must be at least 16 years of age and have never been sanctioned for a doping offence.
- (c) It will not be possible to have more than 1 representative of the same National Association, except the Para TT representative who may come from the same association as another member of the Athletes Commission.
- (d) The term of office is 4 years. It may be renewed. Inactive members may be replaced after 1 year. A minimum 75% of the members must vote in favour of replacing an inactive member provided that such member has had an opportunity to present reasons for their inactivity. Such inactive member shall be replaced by the athlete who placed next on the results of the election, if still available, provided that he or she shall not come from an association already represented on the Commission and that the gender representation is maintained.

B.6.3.3.4. ELECTED MEMBERS

- (a) Elections: the athletes in collaboration with ETTU organise the election on the occasion of the:
 - (a.1) European Championships (EC)
 - (a.2) The PTT European Championships (PTT EC)in the year following the election of the ETTU EB. The first elections will be held in 2013 at the EC in Vienna and PTT EC in Lignano. Then the next elections will be held in 2017 and every 4 years thereafter.
- (b) Organisation of elections: in cooperation with the athletes' commission the ETTU Secretariat will send the information to all European NAs.
- (b.1) Eligibility criteria: candidates must meet the following criteria:
 - must be nominated by his/her NA prior to the EC and PTT EC where the election takes place and having participated at the previous EC and PTT EC during the period of the last 4 years.
 - must be 16 years of age at the time the election takes place
 - must not have been sanctioned for a doping offence or illegal betting
 - must have been selected by his/her NA
 - a NA may present up to 2 candidatesThe eligibility of each candidate is decided and confirmed by the EB.

- (c) Presentation and submission of candidatures:
To be admissible, the candidature proposal must include the following documents and be received by the ETTU by the date set in the invitation:
 - a candidature form, duly signed by the candidate and the President of his/her NA
 - a complete biography form
 - a recent passport photo
- (d) Election process
 - Electorate: all athletes taking part in the EC and PTT EC have the right to vote
 - Information: the ETTU will publish an election leaflet which presents all the candidates and gives general information on the elections (dates, locations, voting procedure etc.)
- (e) Voting procedure: is described in the election manual and shall in any case comply with the following principles:
 - each player has one vote
 - the vote must be exercised in person and by secret ballot
 - voting by proxy or correspondence is not allowed
 - abstentions, blank or spoiled votes are not taken into consideration in the calculation of the required majority.
- (f) Elected athletes: one male and one female athlete who obtain the highest number of votes are elected to the Commission; thereafter 2 more athletes who obtain the highest number of votes are elected to the Commission; the Para TT athlete who obtains the highest number of votes is elected to the Commission at the PTT EC.
- (g) Tie: in case of a tie, preference is given:
 - to a candidate to balance gender equity
 - finally to the highest ranked candidate in the ITTF World Ranking.

B.6.3.3.5. CHAIR OF THE ATHLETES COMMISSION

He /she will be proposed by the Commission to the EB.

B.6.3.3.6. REPRESENTATION OF THE COMMISSION WITHIN THE ETTU

- (a) The Chair of the Commission is a co-opted member of the EB, with no voting rights.
- (b) The Chair can be replaced by an AC member to attend the EB meetings.

B.6.3.3.7. MEETING OF THE COMMISSION

- (a) The Commission shall meet at least once a year before, at, or immediately after the European Championships at the same place.
- (b) The ETTU is responsible for ensuring, within its means, that the Commission is able to meet.
- (c) Travel: the ETTU is responsible for 100% of the agreed economy air fare for the Chair and for the Para TT member of the Commission should they not otherwise be at the EC.
- (d) Accommodation: the ETTU is responsible to provide full board accommodation for the Chair and for the Para TT member of the Commission for the official dates stated in the invitation to the meeting.
- (e) The working language of the Commission will be English.

B.4.7. JURIDICAL BOARDS

B.4.7.1. General Provisions

(1) A *Juridical Board* shall normally conduct its **business** either by correspondence or through telephone conferences or using other communication means.

If required or otherwise indicated, a *Juridical Board* may conduct its business also in a Meeting.

(2) A member of a *Juridical Board*, whose voting right has not been suspended according to the relating provisions of the *Constitution*, shall have **one vote** in the *Juridical Board* concerned.

In a *Juridical Board*, neither the representation of a member by another member nor the transfer of the voting right between members by means of a **proxy** is allowed.

(3) A member of a *Juridical Board* shall carry out his duties in a **neutral and independent** way, without regard to the particular interests of his nominating Association.

(4) Unless otherwise stated or specifically decided by the *Juridical Board* concerned, a decision of a *Juridical Board* shall take effect the day of its official dispatching to the *Member Associations* and/or to the persons concerned (e.g. through mail or a publication in the *INFO*).

B.4.7.2. Election of Members

(nil)

B.5. JURISDICTION

B.5.1 (nil)

B.5.2 The provisions and rules governing the jurisdiction and the proceedings of the Juridical Boards are specified in the Annexes BA, BB and BC to Regulation [B] as follows:

- * Annex BA: Rules governing the legal procedure of the Board of Justice
- * Annex BB: Rules governing the legal procedure of the Board of Appeal
- * Annex BC: Catalogue of disciplinary measures and sanctions.

The Annexes BA, BB and BC are to be considered as an integral part of Regulation [B].

B.6. FINANCES

B.6.1. Financial Accounts

(1) In accordance with the relevant *Regulations*, the **Revenue** shall, in principal, consist of the following income:

- a) the annual subscription fee due by each *Member Association*;
- b) the levies for *Events*;
- c) the entry fees for *Events*;
- d) the levies for media transmissions and for advertisement rights;
- e) the income from marketing and promotion activities.

(2) The **bank accounts** shall be held in a country to be decided upon by the *Executive Board*.

If there are however no fundamental objections to do so, the bank accounts should be held in the country of the *Seat*.

(3) The *Vice-President for Finances* shall submit to the *Annual Ordinary Congress Meeting*:

- the **Financial Statements** relating to the year preceding the year of the Meeting;
- a **Budget** for the next following (i.e. the running) year.

(4) The auditor as well as the *Audit Commission* shall each year submit to the *Annual Ordinary Congress Meeting* a written report concerning their audit (s) of the *Finances* in general and of the *Financial Accounts* in particular.

(5) If necessary for specific or urgent reasons, extraordinary expenditures not included in the *Budget* may be authorised by the *Executive Board*, with the two-thirds majority of the votes cast.

B.6.2. Membership Subscription

(1) The annual *Membership* subscription fee is fixed to **three hundred and fifty** (350,-) euro.

B.7. MEDIA TRANSMISSIONS

(1) The exclusive rights hold by ETTU concerning the media transmissions in relation with all *Events* include all television and radio transmissions as well as all transmissions via INTERNET or similar electronic means and/or networks.

(2) The *Executive Board* has the exclusive power to settle the (financial and technical) provisions governing the implementation of the media transmission rights, either in the *Regulations* relating to the different *Events* or in specific *Directives*.

B.8. CONTRACTS

(nil)

B.9. DISSOLUTION

(nil)

B.10. VARIOUS

B.10.1. ITTF BOARD OF DIRECTORS

B.10.1.1. General Provisions

- (1) In this chapter, the 'ITTF Board of Directors' is designated by '**ITTF-BoD**'.
- (2) A European representative in the ITTF-BoD shall carry out his duties in a **neutral and independent** way, for the best of the world and particularly the European table tennis, without regard to the particular interests of his nominating Association.

B.10.1.2. Appointments and Elections

- (1) Depending upon the number of *Member Associations*, there shall be from six to twelve delegates to be appointed respectively to be elected as '**European representatives in the ITTF-BoD**'.
- (2) As far as he is not yet member of the ITTF-BoD through a specific position he holds in ITTF, the **Deputy President** shall ex-officio be appointed as a European representative in the ITTF-BoD, provided he accepts this appointment.
- (3) A Member Association may nominate only one candidate for the elections of the European representatives in the ITTF-BoD, thus the European representatives in the ITTF-BoD (i.e. the one appointed by the *Executive Board* according to § (2) as well as those elected by the *Congress*) all are delegates from different nominating *Member Associations*.

Provided the *Deputy President* has accepted his appointment as ITTF-BoD member, his nominating Association shall not be allowed to nominate another candidate for the afore-mentioned elections.

A candidate for the position as European representative in the ITTF-BoD shall be nominated only with the written consent of the candidate himself and of the nominating Association.

- (4) The European representatives in the ITTF-BoD shall be appointed respectively elected by the *Congress* at its *Annual Ordinary Meeting* in the years of the Olympic Summer Games for a **term of four (4) years**; they are eligible for re-election without any limitation.

In order to ensure the maximum number of European representatives in the ITTF-BoD, European candidates elected by the *Congress* shall automatically be replaced by the next candidates on the **reserve list**^(*) if they have been or if they will be co-opted as ex-officio members to the ITTF-BoD on the basis of their appointment as ITTF Committee Chairperson.

(*) i.e. the list with the candidates who had not been elected, ranked in the sequence of the votes they had cast in their favour at the last election for the ITTF-BoD

In the event the position of a European representative in the ITTF-BoD becomes vacant in the first three years of the term of office, that position shall be taken for the rest of the term by the next candidate from the reserve list^(*).

B.10.2. LIABILITY

The liability and the responsibility of any person acting on behalf of ETTU is limited only to faults committed in relation with the execution of this person's mandate or professional task.

B.10.3. INTERNATIONAL ELIGIBILITY

The ITTF eligibility regulations for World Title events shall apply to all ETTU team and individual Events, except as provided in the chapters B.10.3.1. to B.10.3.4.

B.10.3.1. European Veterans Championships

(1) A player shall register with the Organising Committee under the name of the country he is a national of, and/or his country of main residence in Europe. If requested by the Organising Committee or the referee, the player shall provide documentary evidence of his eligibility.

B.10.3.2. European Youth Championships

(1) A player shall be eligible to represent in the European Youth Championships a *Member Association* having jurisdiction in a country, if:

a) the player either

a.1. is a national of that country;

a.2. has been born in that country without being a national of it;

a.3. is resident in that country since at least five years (the concerned player shall provide official documentary evidence of his residence, if so required by ETTU);

and

b) the player has never before represented any other *Member Association* in the European Youth Championships.

B.10.3.3. Europe Youth TOP 10

(1) Only players eligible to represent a Member Association in the European Youth Championships are eligible to participate in the Europe Youth TOP 10.

B.10.3.4. European Club Cup Competitions

(1) A player shall be eligible to represent a club as a 'non-foreign' player in the European Champions League or in the ETTU Cup if he is eligible to represent the *Member Association* to which the club concerned is affiliated in international team competitions in which the team represents an Association.

Besides, a player having the nationality of a state whose National Table Tennis Association is a *Member Association* shall have the right to represent as a 'non-foreign' player any club of any *Member Association*.

(2) A player who has represented a club as a 'non-foreign' player in one of the *Events* mentioned in the first section of § (1) shall have the right to represent as a 'non-foreign' player any club of the *Member Association* to which the club he last represented is affiliated.

(3) A club shall, through the *Member Association* to which it is affiliated, register with the *General Secretary* all proposed representative players who previously have represented a club of another *Member Association*, not later than two (2) months before the start of the first event in which the players concerned are to represent it.

B.10.4. VISAS

It shall be the responsibility of a visiting *Member Association* or club to obtain any visas necessary for its members to travel to *Meetings* or to *Events*, but the host *Member Association* or club shall assist the visiting *Member Association* or club in every possible way to ensure that the required visas are made available to the visitors in due time.

B.10.5. PLAYING CLOTHES

In any *Event*, except those implying only club teams, a player's clothing shall be authorised by the *Member Association* that has nominated him.

B.10.6. ANTI-DOPING RULES

For all competitions authorised or governed by ETTU, the ITTF Anti-Doping Rules (*), based on the WADA Code, shall apply in their entirety.

- (*) References: a) Chapter 5 of the ITTF Handbook,
b) ITTF Technical Leaflet T13

B.10.7. RACKET CONTROL

In any Event (EC, EYC, EVC, TOP-12, TOP-10), a control of rackets may be established according to general and specific rules laid down and published by the Executive Board and including adequate disciplinary sanctions for racket failures. If requested by the ETTU, the Host Association shall provide free hospitality for the chief racket controllers, set up a racket control centre and arrange for local helpers.

B.11. CONCLUDING PROVISIONS

(nil)
