

CAMBRIA TABLE TENNIS CLUB BYLAWS

ARTICLE I	NAME
Section 1	The name of the club shall be CAMBRIA TABLE TENNIS CLUB (CTTC) , which is a constituent club of the Cambria Joslyn Center.
ARTICLE II	PURPOSE
Section 1	The purpose of the CTTC shall be to enjoy, promote, safeguard, and encourage the game of Table Tennis in a manner consistent with good sportsmanship, and to foster friendly fellowship among its members and with other clubs, if the majority of the members decide to do this in the future.
Section 2	CTTC is a not-for-profit organization ¹ .
ARTICLE III	GOVERNMENT
Section 1	CTTC shall be governed, and its business managed, by an Executive Board of active CTTC members consisting of: a. President; b. Vice President; c. Treasurer / Secretary.
Section 2	The Executive Board shall fill any vacancies in its membership with a 2/3 vote of the members of the Executive Board.

¹ This amendment was accepted by the majority of members on February 1, 2023 and signed into effect by Debbie Josephson (President), Lana Lundbeck (Vice President), and Marvin Josephson (Treasurer/Secretary).

ARTICLE IV

MEETINGS

Section 1

Annual Meeting.

The annual meeting of the members shall be held:

- a. On or before the 15th of November of each year;
- b. At a time and place designated by the Executive Board.

Section 2

Notice of Annual Meeting.

Written notice of the annual meeting shall be:

- a. Given by the Secretary to each member;
- b. By mail, e-mail, or delivered in person;
- c. At least 10 days prior to such meeting.

Section 3

Special Meetings.

Special Meetings of the members may be held at any time for the transaction of any business necessary. Such meetings:

- a. May be called by the President or by a majority of the Executive Board, or by one-third of the Active Members;
- b. Must be filed with the Secretary in writing, whereupon the Secretary shall immediately issue such a call.

Section 4

Notice of Special Meetings.

Notice of Special Meetings shall be:

- a. In writing;
- b. Detail the purpose and agenda;
- c. Delivered at least 5 days prior to such meeting.

Section 5

Quorum.

- a. At Annual Meetings, one-quarter of the Active Members, being present or represented by signed proxy, shall constitute a quorum for the transaction of business.
- b. At a Special Meeting, one-quarter of the Active Members shall constitute a quorum.
- c. No member who is in arrears in payment of annual dues for a period of one month or more may be counted in establishing whether a quorum is present.

Section 6

Order of Business.

The Order of Business at all Annual Meetings and Special Meetings shall be:

- a. Declaration by the chair that a quorum is present;
- b. Reading and approval of the minutes of the last Annual Meeting and of any Special Meetings;
- c. Reports of the President, Vice President, Treasurer, Secretary, and any other member of the Executive Board or committee chairperson, as necessary;
- d. Unfinished business;
- e. New business;

	f. Adjourn.
Section 7	<p>Adjournment. If at any Annual or Special Meeting a quorum is not represented, the meeting may be adjourned from time to time without further notice other than posting in the Joslyn Center of the new time fixed for the adjourned meeting.</p>
Section 8	<p>Opt Out of Annual Meeting. In the event that there is no “unfinished business” or “new business” to be discussed or voted on, the Executive Board, informally at their discretion and with their unanimous consent, may opt to not have an Annual Meeting. In such a case:</p> <ol style="list-style-type: none"> a. CTTC members are not required to be given notice of the cancellation; b. A cancellation note shall be recorded with the Secretary.
ARTICLE V	MEMBERSHIP
Section 1	<p>Membership. Membership in the CTTC shall be open to any member of the Joslyn Center, and shall consist of:</p> <ol style="list-style-type: none"> a. Active Members: shall be those who have paid Annual Dues as prescribed. b. Honorary Members: shall be those who, for any reason, the CTTC wishes to honor, and they may be elected at any Annual, or Special Meeting of the members of the Executive Board. <p>Membership within CTTC implies acceptance and abidance of CTTC Bylaws.</p>
Section 2	<p>Membership Committee. The Membership Committee consists of:</p> <ol style="list-style-type: none"> a. The Executive Board, and/or their delegates.
Section 3	<p>Requirements. Prospective members shall submit to the Treasurer not later than 2 weeks after beginning play their:</p> <ol style="list-style-type: none"> a. Name; b. Local mailing address; c. Most available phone number; d. Most available email address.

	<p>Application process:</p> <ol style="list-style-type: none"> a. Applicants for active membership shall complete an application form furnished by the CTTC. b. Such application shall be delivered to the Secretary. c. The Secretary, or another member designated by her/him with approval of the President, or Vice President, shall take a vote of the Membership Committee. d. The Secretary shall notify the applicant of the Committee's action. <p>An applicant shall become a member when:</p> <ol style="list-style-type: none"> a. A majority of the members of the Membership Committee has registered a favorable vote; b. Payment of the prescribed annual dues has been received. <p>In the case of an applicant being disapproved:</p> <ol style="list-style-type: none"> a. Applicant shall be so advised by the Secretary; b. Applicant shall have the privilege within 10 days after the date of such notification, of meeting with the Membership Committee and presenting her/his case; c. An unfavorable vote by the majority of the Membership Committee will sustain disapproval of such application.
<p>Section 4</p>	<p>Membership Dues. The amount of the annual dues shall be:</p> <ul style="list-style-type: none"> - Determined annually by the Treasurer; - Approved by a 2/3 vote of the Executive Board. <p>Active Members:</p> <ol style="list-style-type: none"> a. All dues and fees shall be payable to the Treasurer not later than 12th of January each year; b. Must be paid up members of the Joslyn Center. <p>Honorary Members:</p> <ol style="list-style-type: none"> a. Annual dues shall be \$0.00
<p>Section 5</p>	<p>Revision of Membership Roster. Any member that has not paid membership dues by January 31 shall be dropped from the membership roster.</p> <p>Reinstatement of any dropped member shall be by discretionary action of the Membership Committee.</p> <p>The Executive Board or the Membership Committee, by similar action, may drop from the Membership Roster any member whose conduct is:</p> <ol style="list-style-type: none"> a. Objectionable to fellow members; b. Or, inimical to the stated purposes of the CTTC;

	<ul style="list-style-type: none"> c. Or, in violation of CTTC Bylaws; d. Or, objectionable for other good and sufficient cause in the opinion of the Executive Board or Membership Committee. <p>However, before action is taken, the offending member shall be given a hearing before the Membership Committee.</p>
Section 6	<p>Guests.</p> <p>Any member may, upon request, introduce a guest for the table tennis privileges of the CTTC without charge for a period not exceeding 2 weeks.</p>
ARTICLE VI	RULES AND REGULATIONS OF ENGAGEMENT
Section 1	<p>Aggressive Behavior.</p> <p>Any of the following behaviors will result in immediate and permanent expulsion of the violating member with a zero tolerance policy on the expulsion:</p> <ul style="list-style-type: none"> a. Unwanted non-consensual physical contact, playful or otherwise; b. Sexual/derogatory/religious harassment of any member; c. Repeated aggressive play behavior which could easily result in injury to another player.
Section 2	<p>Keys.</p> <ul style="list-style-type: none"> a. Each of the Executive Board members will be issued a key to the Joslyn facility. b. Keys are to be used for: <ul style="list-style-type: none"> i. Entry and exit during the Club's assigned playing time; ii. Board meetings in the conference room when approved by the Joslyn staff. c. In the event that no Executive Board member is available for entry and/or exit for a specific session: <ul style="list-style-type: none"> i. One key may be loaned temporarily to an Active Member in good standing; ii. The loaned key must be returned within 24 hours. d. In the event that no Executive Board members is available for entry and/or exit for multiple sessions:

	<ul style="list-style-type: none"> i. The Executive Board may designate an Active Member in good standing to be a temporary key holder for the express purpose of CTTC entry and exit; ii. The loaned key must be returned upon request by any Executive Board member. <p>e. In no event are keys to be used for personal or business purposes by anyone unless pre-approved by the Joslyn Board.</p>
<p>Section 3</p>	<p>Equipment.</p> <ul style="list-style-type: none"> a. All members shall cooperate to maintain the Joslyn facility hygienically and aesthetically clean and free of debris. b. All CTTC equipment shall be used in the manner intended and without abuse, playful or otherwise. c. The equipment closet shall be used to store the CTTC's equipment only. d. Personal items shall be placed in the game room and removed at the end of the session. e. Personal items shall not be stored in the equipment closet.
<p>Section 4</p>	<p>Personal.</p> <ul style="list-style-type: none"> a. Consumption of meals shall not be allowed in the game room during regular play sessions; special events excluded. b. Alcoholic beverages are permitted at special events that comply with the guidelines of Joslyn Center; otherwise, alcoholic drinks are not permitted during playing times at the facility. c. To prevent injury, game participants shall wear appropriate attire and footwear while actively playing. For health and safety, members shall wear shoes in the facility at all times. d. Cell phones shall be muted, set to vibrate, or turned off when entering the game room, and phone conversations shall be held outside the game room.
<p>Section 5</p>	<p>Assigned and Approved CTTC Sessions. Table Tennis shall only be played in the Joslyn Center during assigned and approved CTTC sessions.</p> <p>At 10 minutes before the end of a session (closing time):</p> <ul style="list-style-type: none"> a. Games shall terminate;

	<ul style="list-style-type: none"> b. Members shall make all personal preparations to leave the facility; c. Tables and all equipment shall be returned to the equipment closet. <p>At the scheduled end of a session (closing time):</p> <ul style="list-style-type: none"> a. All members shall exit the facility with all of their personal belongings; b. Next scheduled activity participants shall be invited in.
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Section 6	<p>Violations. Violation of any Rules and Regulations of Engagement (Article VI) will result in a warning, suspension of play, or expulsion, depending on the severity and frequency of the violation, by decision of the Executive Board after consultation with the Joslyn Center Board.</p>
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ARTICLE VII	ELECTION AND DUTIES OF OFFICERS
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Section 1	<p>Election of Officers.</p> <p>Election process:</p> <ul style="list-style-type: none"> a. <u>During the month of September</u>, the President shall appoint a Nominating Committee. b. <u>During the month of October</u>, the Nominating Committee shall solicit self-nominations for Officers. c. <u>At the beginning of November</u>, the slate of nominees will be submitted to all Active Members via email in a secret ballot nomination. d. <u>Before the end of November</u>, ballots must be returned to the Nominating Committee only. Any returned ballot with a general distribution, thereby violating secrecy, will be disqualified from the count. e. <u>Before mid-December</u>, voting results will be announced by the Nominating Committee. f. <u>On January 1 of the following year</u>, the nominees with the majority vote shall take office and commence their duties. g. In the event of a tie for any one position, the Nominating Committee will begin the
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	<p>self-nomination process for that position only in its entirety, but in an accelerated manner.</p> <p>Nominating Committee:</p> <ul style="list-style-type: none"> a. Shall consist of not less than two Active Members who are not officers. <p>Nominated persons:</p> <ul style="list-style-type: none"> a. Must be in good standing and a member of Joslyn Center and the Club for at least one year; b. Must be a weekly attendee of CTTC playing sessions; c. Must be physically and medically capable of at least one year of continuous service; d. Must be willing and able to perform the duties of the office for which s/he is seeking election; e. Prior applicable professional or volunteer experience for the self-nominated position will be considered by the Nomination Committee in lieu of the one-year membership. f. Electioneering by any nominated person will result in disqualification for office. <p>In the event of the resignation of an officer, the resigned officer will be replaced with a speedy reelection.</p>
<p>Section 2</p>	<p>Duties of Officers</p> <p>All Officers shall abide by all Joslyn Center rules established by the Joslyn Board.</p>
<p>President</p>	<p>The President shall:</p> <ul style="list-style-type: none"> a. Preside at all meetings of members and of the Executive Board; b. Perform all duties usual to the office and those which the Executive Board may prescribe from time to time; c. Be an ex-officio member of all appointed committees; d. Appoint such committees of members as may be deemed necessary and appropriate to the efficient functioning of the Club's activities and the furtherance of its purposes, subject to the approval

	of a majority of the Executive Board.
Vice President	<p>The Vice President shall:</p> <ul style="list-style-type: none"> a. Assist the President in her/his duties; b. Exercise a general supervision over the functioning of appointed committees in cooperation with the respective chairperson of such committees; c. During absence or disability of the President, perform the duties of that office subject to the general direction of the Executive Board or the President.
Treasurer	<p>The Treasurer shall:</p> <ul style="list-style-type: none"> a. Have charge of all funds of the Club; b. Keep an account of receipts and expenditures, and submit a written report thereof at each Annual Meeting; c. Have available a summary of the finances at all other meetings; d. Submit all records requested by the Joslyn Treasurer; e. Perform the entire duties incident to the office subject to the control of the Executive Board.
Secretary	<p>The Secretary shall:</p> <ul style="list-style-type: none"> a. Keep minutes of all Meetings of members and of the Executive Board; b. Keep an up-to-date roster of all members of the Club, showing their names, local mailing addresses, emails, and telephone numbers; c. Attend to the giving and serving of proper notice to all meetings; d. Perform all the duties incident to the office subject to the control of the Executive Board.
ARTICLE VIII	FISCAL YEAR
Section 1	<p>Fiscal and Business Year. The Fiscal and Business Year of the Club shall be from January 1 of one year to December 31 of the same year.</p>

ARTICLE IX

AMENDMENTS

Section 1

Amendments.

This Constitution and Bylaws may be:

- Amended by the Executive Board only;
- Approved by a 2/3 vote of Active Members.