



By-Law 9

STATE TOURNAMENTS COMMITTEE

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Table of Contents

Name ...	3
Source ...	3
Scope ...	3
Delegation ...	3
Tournaments Committee ...	3
Nomination process ...	4
Qualifications of nominee ...	4
Composition of Committee ...	4
Ex-officio member ...	5
Casual vacancy ...	5
Powers of Committee ...	5
Sub-committee ...	6
Procedures of Committee ...	6
Meetings ...	6
Conflict of interest ...	6
General functions of Committee ...	7
Specific functions of Committee ...	7
Decisions of Committee ...	7
Quorum of Committee ...	8
Voting ...	8
Proxy ...	8
Minutes ...	8
Amendment of decision of Committee ...	9

Name

1. This By-Law shall be referred to as the State **Tournaments Committee By-Law**.

Source

2. This By-Law is made pursuant to rule 33 of the Constitution of Table Tennis Victoria Incorporated.

Scope

3. This By-Law is intended to regulate the formation of a Tournaments Committee to perform the following functions–
 - a committee which has as its main purpose reporting to Table Tennis Victoria on all matters relating to State Tournament Circuit junior, senior, veteran and para tournaments including the Metro Championships and the Country Championships.
4. In addition to the above purposes, the Tournaments Committees shall carry out such duties and functions, and with such powers, as the Board of Table Tennis Victoria may determine from time to time.

Delegation

5. This By-Law constitutes a formal delegation of functions to a committee pursuant to rule 32 of the Constitution of Table Tennis Victoria Incorporated.

Tournaments Committee

6. Table Tennis Victoria shall appoint a State Tournaments Committee for each calendar year.
7. At the expiry of each calendar year, the State Tournaments Committee shall automatically dissolve.

8. A person may be appointed to the State Tournaments Committee in consecutive years.

Nomination process

9. Table Tennis Victoria shall call for expressions of interest for selection to the State Tournaments Committee for the following calendar year at least 1 month prior to 31 December of the current year.
10. All nominations must be received by Table Tennis Victoria either by the prescribed form below or by the online form on the Table Tennis Victoria website.
11. After the prescribed expiry date for expressions of interest, Table Tennis Victoria shall appoint a State Tournaments Committee for the following calendar year (to commence operation on 1 January of the relevant year).

Qualifications of nominee

12. A nominee for appointment to the State Tournaments Committee must be over the age of 18 years and a resident of Victoria.
13. In appointing persons to the State Tournaments Committee, Table Tennis Victoria must give preference to those nominees who demonstrate an ability to act impartially, to exercise sound judgment and profess an interest in the table tennis affairs of junior, senior, veteran and para members respectively.
14. For avoidance of doubt, Table Tennis Victoria may appoint a Director to the State Tournaments Committee.
15. In appointing persons to the State Tournaments Committee, Table Tennis Victoria shall give gender equity due consideration.

Composition of Committee

16. The State Tournaments Committee shall consist of a minimum of 3 persons and a maximum of 7 persons.

17. Of the persons appointed to the State Tournaments Committee, Table Tennis Victoria shall nominate 1 person as Chair of each Committee respectively.
18. In the absence of the Chair at any meeting, the persons appointed to the relevant Committee may nominate an Acting Chair.

Ex-officio member

19. Pursuant to rule 32.4 of the Constitution of Table Tennis Victoria Incorporated, a Director of Table Tennis Victoria or the Chief Executive Officer is deemed to be an ex-officio member of the State Tournaments Committee. The Table Tennis Victoria Events and Clubs Officer will also be a member of this committee.
20. Subject to regulation 21, an ex-officio member shall not be entitled to vote on any decision or resolution to be determined by the State Tournaments Committee respectively.
21. For avoidance of doubt, any Director of Table Tennis Victoria who has been appointed to a position on the State Tournaments Committee pursuant to regulation 14 shall be entitled to cast a vote.

Casual vacancy

22. Table Tennis Victoria may appoint any person to fill any position which has become vacant (for whatever reason) during a calendar year and that person will act as a member of the State Tournaments Committee for the remainder of that calendar year.

Powers of Committee

23. The State Tournaments Committee each has the power to perform all such acts as appear to them to be essential to the proper management and affairs of such Committee.

24. The Chair of the State Tournaments Committee is charged with the responsibility that all decisions are made in a timely manner and in accordance with any directive issued by Table Tennis Victoria.
25. Subject to above, the State Tournaments Committee is expected to act as a single body with joint decision-making as the preferred mode of determination notwithstanding that each member is empowered to act independently in the discharge of his/her duties.

Sub-committee

26. In the discharge of its responsibilities, the State Tournaments Committee may establish any sub-committees, specific consideration will be given to a Metro-Championships sub-committee and a Country Championships sub-committee.

Procedures of Committee

27. The procedures for the State Tournaments Committee shall, with any necessary or incidental amendment, be the same as that applicable to meetings of the Board of Table Tennis Victoria as set out in rule 28 of the Constitution of Table Tennis Victoria Incorporated. For avoidance of doubt, such procedures may include telephonic and electronic communication in respect of any resolution or decision.

Conflict of interest

28. A person appointed to the State Tournaments Committee may not act where a conflict of interest arises and shall absent himself/herself from discussions of such matter and shall not be entitled to vote in respect of such matter.

General functions of Committee

29. The State Tournaments Committee shall provide advice to Table Tennis Victoria on any matter involving the table tennis affairs of junior, senior, veteran and para tournaments.
30. The State Tournaments Committee shall make a decision on any other matter when requested to do so in writing or by electronic transmission by Table Tennis Victoria.

Specific functions of Committee

31. In addition to the general function set out in regulation 30, the State Tournaments Committee shall, in conjunction with Table Tennis Victoria, be responsible for the conducting of the annual “Victorian Open Championships” and “Victorian Closed Championships” for juniors, seniors, veterans and para.

An instructive (but non-exhaustive) list of functions required of the Tournaments Committee includes the consideration of:

- Trophies and prize money;
 - Event volunteer staffing;
 - Tournament Director appointment;
 - Entry form creation;
 - Ensuring proper stadium set-up on event days;
 - Any other activity that may be reasonable expected of a committee member to ensure smooth tournament operation.
32. The State Tournaments Committee shall use its best endeavours to ensure the attendance of all members of each respective Committee at “Victorian Open Championships” and “Victorian Closed Championships”.

Decisions of Committee

33. The State Tournaments Committee shall use their best endeavours to ensure all decisions and resolutions (including advice) are made in accordance with all relevant by-laws and the Objects of Association as set out in rule 2 of the Constitution of Table Tennis Victoria Incorporated.

Quorum of Committee

34. In relation to any decision or resolution, the State Tournaments Committee may act with a quorum of 3 persons.

Voting

35. Each member of the State Tournaments Committee is entitled to 1 vote.
36. In the event of any evenly divided vote, the Chair (if presiding) shall cast a second vote, or where the Chair is absent, the Acting Chair shall cast a second vote.

Proxy

37. In circumstances where a member of the State Tournaments Committee is outside the Australian jurisdiction, he or she may authorise (in writing) another member of the Committee to act as proxy and such authorisation shall only last for such time as the member remains outside the Australian jurisdiction.

Minutes

38. The Chair shall ensure that minutes of all meetings are taken and kept of each meeting.
39. The minutes must at least record the names of persons present at a meeting, the business considered at a meeting and any decision or resolution on which a vote is taken and the result of the vote.
40. The minutes must be forwarded to the Chief Executive Officer of Table Tennis Victoria as soon as practicable.

Amendment of decision of Committee

41. Any decision or resolution (including advice) of the State Tournaments Committee shall be given due consideration by Table Tennis Victoria but such decision may be revoked, reversed or amended by Table Tennis Victoria in the exercise of its powers without any requirement to give reasons.
42. In considering any decision made under this By-Law, any Director of Table Tennis Victoria who has been appointed to the State Tournaments Committee pursuant to regulation 14 must not sit or vote on the relevant decision due to a conflict of interest deemed under this regulation.

TABLE TENNIS VICTORIA

By-Law 7 – Regulation 10

EXPRESSION OF INTEREST – STATE TOURNAMENTS COMMITTEE MEMBER

NAME: _____

ADDRESS: _____

PHONE: (H/B/M) _____

EMAIL: _____

PREVIOUS EXPERIENCE WITH TOURNAMENTS:

WHY DO YOU WANT TO BE ON THE TOURNAMENTS COMMITTEE:

I wish to be considered for a position as Member of the Tournaments Committee for the year
_____.

I have read TTV By-Law 7 and understand the role and responsibilities of a member of the Tournaments Committee and agree to discharge such duties in a fair and considered manner should I be appointed.

SIGNED: _____ DATE: _____