

**Laguna Woods Village Table Tennis Club  
Constitution and By-Laws (As revised March 15, 2025)**

**ARTICLE I - Purpose**

The Laguna Woods Village Table Tennis Club is organized to provide enjoyment for those interested in the game of table tennis, to improve their skills and to provide league and tournament play and other organized table tennis activities.

**ARTICLE II - Rights and Privileges of Members**

Membership is limited to residents of Laguna Woods Village.

Annual dues shall be determined by the Board of Directors, subject to approval of the membership.

A Club member whose conduct seriously interferes with the enjoyment and participation of other members may have membership with its rights and privileges revoked by action of the Board of Directors.

**ARTICLE III - Officers & Directors**

- A. The Club shall be governed by its Board of Directors consisting of President, Vice-President, Secretary, Treasurer, Tournament Director, Membership Chair, Social Chair, and two Directors at Large. All Members shall serve for one year beginning Jan. 1.
- B. All candidates for election to the Board shall be residents of Laguna Woods Village, and shall have been on the club roster as of the preceding June 30.
- C. A board member, including the President, may be removed by a vote of two-thirds of the Board of Directors.
- D. In the event any Officer or Director is unable to serve the full term of office, a successor will be appointed by the President to serve the remainder of such term, subject to approval by the Board.

**ARTICLE IV - Duties of the Officers and Directors**

- A. The President shall preside over all general and board meetings, be ex-officio non-voting member of all committees, call the Board of Directors together whenever necessary and shall be subject to their advice and direction when administrating the affairs of the Club. In the event of a tie vote at general or board meetings, the president shall cast the deciding vote.
- B. The Vice President shall render all necessary assistance to the president in any and all activities of the club and shall perform the duties of the President in the latter's absence.
- C. The Secretary shall keep accurate minutes of all general and board meetings.
- D. The Treasurer shall receive all funds (dues, tournament entry fees, etc.), deposit them in a bank account approved by the Board, shall serve without bond, pay from the funds all just debts and necessary operating expenses as directed by the Board, keep proper account books and submit to the members at the regular membership meetings a complete record of all transactions pertaining to receipt and disbursement of club funds. In the Treasurer's absence, the President shall issue checks.
- E. The Tournament Director may appoint a Tournament Committee. Under the Tournament Director's supervision, the committee shall plan and carry out major table tennis club tournaments, including the purchase and presentation of awards.
- F. The Membership Chair shall encourage membership renewals, recruit new members and maintain an accurate roster.

## **ARTICLE V - Meetings**

- A. Board Meetings shall be held every two months, at the convenience of board members, commencing with February. Members shall be informed of meeting times and places. The President may call a special meeting of the Board of Directors when necessary. A simple majority of the board shall constitute a quorum for the conduct of business.
- B. Board meetings shall be open to all members. However, portions of meetings dealing with matters of confidentiality as determined by a 3/4 vote of the board members, may be closed.
- C. A membership meeting shall be held annually on the second Tuesday in November, or on such later date as the Board may designate, within the same calendar year, provided that notice of such alternate date is posted in the table tennis room no later than three weeks prior to the second Tuesday in November. The right to vote at such meetings shall be limited to those members who were on the club roster as of the preceding June 30. Members must be physically present to vote.
- D. Special meetings of the members shall be called by the President at the request of ten or more members. Notice of any such meeting shall be posted on the Bulletin Board at least two weeks prior to the date of such meeting with a general statement of the business to be transacted.
- E. At general membership meetings, a quorum shall be seven percent of the club membership. A simple majority of members present will resolve questions put to a vote except in the case of amendments to these By-Laws, in which case 2/3 of those present must approve changes.
- F. Rules of Order: Robert's Rules of Order shall govern the conduct of Club meetings.

## **ARTICLE VI - Elections**

- A. At least five weeks prior to the annual meeting, the President shall appoint a chair of the Nominating Committee to select a slate of officers and directors to be voted on at the annual meeting. The committee shall consist of the chair plus four other members selected by the chair. The Nominating Committee shall post in the table tennis room, no later than three weeks prior to the annual meeting, its slate of recommended candidates for all officer and director positions.
- B. At least two weeks prior to the annual meeting, any club member may nominate himself or herself for any specific board position by submitting such information to the Nominating Committee chair. Provided that such person meets the requirements for board service set forth in Article III(B) above, the Nominating Committee chair shall arrange for such person's name to appear on the voting ballot. Ballots shall be prepared in advance of the annual meeting (but not distributed until the meeting), showing the names of the Nominating Committee's recommended slate, and the names of all other properly submitted candidates. All voting shall be done in person, using such ballots. Should there be no contest for any board position, the President may entertain a motion that the Committee's recommended slate shall be elected by acclamation.
- C. Newly elected officers and directors shall serve as of January 1st of the new term. All club records, information and funds shall be turned over to them on that date.

## **ARTICLE 7 - Committees**

The President shall appoint a chair for all committees necessary for the transaction of club business. The committee chair may appoint committee members.

1. **Interclub Activities:** This committee shall arrange and conduct tournaments and/or activities with other table tennis clubs.
2. **Publicity Committee:** This committee shall publicize club activities and inform members and others through articles published in Laguna Woods Globe, Television TV6, the Club Bulletin and other News sources.

3. **Instruction Committee:** This committee shall assist members to improve their skills in table tennis.
4. **Social Committee:** This Committee shall handle all social events.

All committee chairs serve at the pleasure of the President and shall serve until the end of the President's term.

#### **ARTICLE VIII - Amendments**

The Constitution and By-Laws, upon recommendation from the Board, may be amended by a vote of the membership (at least two-thirds of a quorum). Proposed amendments shall be posted on the Bulletin Board at least two weeks prior to the date of the membership meeting. If approved, they shall take effect at once.

#### **ARTICLE IX - Tournament Playing Rules**

Tournament playing rules shall be in accordance with the rules set forth by the United States Association of Table Tennis.

#### **ARTICLE X - Dissolution of Club**

In the event of the dissolution of the club, all assets will go to the Laguna Woods Village Foundation or its successor organization.