

# **CONSTITUTION**

**OF**

**PAKISTAN TABLE TENNIS FEDERATION**

**AMENDED TILL JUNE 30, 2016**

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

# CONTENTS

## Chapter-I

I.	Title	01
II.	Definitions	01
III.	Composition	02
IV.	Principles	03
V.	Objects	04

## Chapter-II

VI.	Membership	06
	1. Affiliated Voting Members	06
	2. Non Voting Corporate Members	06
	3. Non-voting personal Honorary Members	07
VII.	Accounting Year	07
VIII.	Annual Subscription	07

## Chapter-III

IX.	Structure of PTF	08
	A. General Council	08
	1. Composition	08
	2. Management	08
	3. Meetings	09
	a. Electoral General Council Meeting	09
	b. Annual General Meeting	11
	c. Special General Meeting	11
	B. Executive Board	12
	C. Executive Committee	13
	D. President's Advisory Council	15

## Chapter-IV

X.	Function and Responsibilities of Office Bearers	16
	1. President	16
	2. Deputy President	17
	3. Vice Presidents	17
	4. Vice President General Administration	17
	5. Vice President Finance	18

## Chapter-V

XI.	Frequency, Quorum and procedure at Meetings	19
XII.	Indiscipline	20
XIII.	Arbitration	21
XIV.	Special Clauses	22
XV.	Dissolution	22

# **CHAPTER-I**

## **I. Title**

The Federation shall be called The Pakistan Table Tennis Federation referred to elsewhere in constitution by its abbreviated title "PTTF".

## **II. DEFINITIONS**

Every reference in these rules to the masculine gender includes the feminine and, to singular number includes the plural unless the context indicates otherwise. In these rules unless there is something repugnant in the subject or context:

- a. "Player" shall mean any table tennis player registered or unregistered as defined by the international Table Tennis Federation.
- b. "Association" shall mean an association that is associated to the Pakistan Table-Tennis federation as an ordinary member.
- c. "Federation" shall mean the Pakistan Table-Tennis Federation.
- d. "Championships" shall mean the National Championships, the Provincial Championships and the District Championships.
- e. "Clubs" shall mean Clubs, Gymkhanas, Institutions or any other bodies' interested in or encouraging, the-game, which are affiliated to a District Association
- f. "Council" shall mean the. General Council of the Pakistan Table Tennis Federation.
- g. "Executive Board" shall mean the Executive Board of the Pakistan Table-Tennis Federation.
- h. "Executive Committee" shall mean the Executive committee of the Pakistan Table-Tennis Federation.
- i. "General Meeting" shall mean the meeting of the Council.
- j. "Game" shall mean the game of Table-Tennis.

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

- k. "Member" shall mean the Affiliated Voting Members. Non-voting corporate members. Non-Voting Personal Honorary members and Patrons of the Pakistan Table-Tennis Federation:
- l. "Office-Bearers" mean the President, three vice-Presidents. the Honorary Secretary. Two Associate Secretaries and one Honorary Treasurer of the Federation but as and when the provisions of CHAPTER-II B and C I come into effect "Office-Bearers mean the President, the Deputy President and the vice-Presidents.
- m. "Rules" shall mean the Rules, Regulations and Bye-laws of the Federation for the time being in force.

### **III. COMPOSITION**

- a. The PTTF shall consist Of the affiliated table tennis Associations/ organization / Services operating in all the Provinces of Pakistan referred to elsewhere in the Rules as "Affiliated Unit" governing the sport accordance with the principles of the PTTF in any territory generally regarded as constituting a provincial, historical or other unity.
- b. The PTTF is a non-profit organization as envisaged under sub clause (3) of clause (58) and it is recognized by the Federal Government through Pakistan Sports Board as an institutions for the purposes of prompting controlling or regulating the game of/ Table Tennis in Pakistan as envisaged under sub-clause (1) of clause 61 of the Second Schedule to the Income Tax Ordinance 2001 (Ordinance, XLIX of 2001); it is endowed with legal status and its members, officers and employees shall not be responsible for its debts.
- c. Affiliated Units shall not be regarded as agents of the PTTF.

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

#### IV. PRINCIPLES

- a. The principles of the PTTF shall be general unity of action, mutual respect Of Affiliated Units in their dealings with one another and the inadmissibility of ,discrimination against Affiliated Units or individuals on racial, political, religious other grounds,
- b. The PTTF 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.
- c. The PTTF is committed to providing a sport environment free of harassment on any basis Without exception.
- d. The Executive Committee shall impose appropriate disciplinary sanctions from warning to exclusions from all kind of activity in the PTTF, when a complaint of harassment has been substantiated. The same disciplinary sanctions shall be imposed if a false accusation has been substantiated.
- e. The PTTF shall observe the general and fundamental principles of the ITTF conforming to Olympic Charter and no provision of this Constitution shall be deemed to conflict with or derogate from these principles.
- f. The PTTF shall Cooperate with the Pakistan Olympic Association (POA) Pakistan Sports Boards (PSB), South Asia Table Tennis Federation (SATTF), Commonwealth Table Tennis Federation (CTTF), Asian Table Tennis Union (ATTU), International Table Tennis Federation (ITTF) and other organization that recognize it as the controlling and governing authority for Table Tennis throughout Pakistan.
- g. The moneys, income and property of the PTTF Shall be applied Solely to wards the promotion of the objects of the PTTF as set forth hereinafter; and no Portion thereof shall be paid applied, or transferred directly or indirectly by

  
**SECRETARY GENERAL**  
Pakistan Table Tennis  
Federation

Way of salary, dividend bonus or otherwise by way of profit, to office bearers and individual members of the Association or their relatives.

- h. No part of the Income and property of the PTTF shall be applied or contributed to any political party or Otherwise for any political purpose.
- i. Funds of the PTTF will be so applied during a year that surpluses or monies validly set apart, excluding restricted funds, shall not exceed twenty five percent of the total income of the year.
- j. Every member of PTTF Undertakes to contribute to the assets of the Association.
- k. Without prejudice to the power of the Court of competent jurisdiction, no change in the Constitution of PTTF shat` be made except with the prior approval of the Central Board of Revenue.

**V. OBJECTS**

The objects of the PTTF shall be:

- I. to uphold the principles of the PTTF and to develop the spirit of friendship and Mutual assistance among Associations and players;
- II. to regulate relations between Associations and between Associations and other organizations.
- III. to seek continual improvement in the technical standard of table tennis and in The extent participation in the sport throughout Pakistan.
- IV. to foster friendly sporting competition and to eliminate unfair and unsporting practices as the use of drugs to enhance performance:
- V. to establish and maintain the Laws of Table Tennis and the Regulations prescribed by the ITTF from time to time, for national and other Competitions in Pakistan:
- VI. to publish the standard text which shall be the English text, of the Rules, consisting of the Constitution, the Laws and the Regulations;

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

- VII. to encourage the publication of the Rules in Urdu and to check the accuracy of such publications:
- VIII. to promote and to supervise National title competitions annually for Cadets, juniors as well as all registered players:
- IX. to employ the funds of the PTTF as May be expedient in the interests of national table tennis;
- X. to Endeavour 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; more specifically through all Pakistan based autonomous and Private Sector Organization/Institution by encouraging them to become Affiliated Members and any other Organizations and their Directors /Executives to become Corporate and Personal Honorary members.
- XI. to encourage players, coaches and officials to present the sport positively in the best as to enhance its image.
- XII. to encourage and to support the premonition of women in sport at all levels and to ensure significant representation of women in PTTF Committees, Commissions and Working Groups:
- XIII. to seek national /international sponsorships and promote Coach/ technical official education programmes in order to provide qualified coaches/ umpires at all levels:
- XIV. to seek national/international sponsorships and promote seminars, clinics, workshops and induct National Umpires/Referee courses and Examinations Besides availing opportunities for deserving aspirants to take ITTF Umpires/Referee Examinations.
- XV. To select teams and official to represent Pakistan and to promote, control and finance their visits abroad.

  
**SECRETARY GENERAL**  
Pakistan Table Tennis  
Federation

## CHAPTER II

### VI. MEMBERSHIP:

Membership of the PTTF will be in following categories.


#### 1. Affiliated voting members

Affiliated Voting Membership of the PTTF will be open to the following:

- a. Controlling body for the game of Table Tennis in a Province provided the body is Affiliated with Provincial Olympic Committee.
- b. Controlling body for the game of Table Tennis in a Service provided the body fulfills the conditions prescribed by the Executive Commission of PTTF.
- c. Controlling body for the game of Table Tennis in an all Pakistan based Government. Autonomous a Private Sector Organization/institutions provided the body fulfills- the conditions proscribed by the Executive Committee of PTTF.
- d. Controlling body for the game. of Table Tennis in Capital Territory of Islamabad provided the body is affiliated with the Olympic Committee of the territory duly affiliated to the Pakistan Olympic Association or as per the policy of Pakistan Olympic Association in respect of the area.
- e. Controlling body for the game at Table Tennis in FATA provided the body fulfills the conditions prescribed by the PTTF and it is permissible under the policy of Pakistan Olympic Association Controlling body for the game of Table Tennis in Northern Areas provided the body fulfills the conditions prescribed by the PTTF and it is permissible under the policy of Pakistan Olympic Association.
- f. Controlling body to, the game of Table Tennis in Azad Kashmir provided the body fulfills the conditions prescribed by the PTTF and it is permissible under the policy of Pakistan Olympic Association.

#### 2. Non-voting Corporate Member

The Executive Committee of PTTF can confer non-Voting Corporate Membership of the PTTF upon such other Organization/institutions which support promotion of Table Tennis on regular basis:

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**



**3. Non-Voting Personal Honorary members**

Non-Voting Personal Honorary membership of PTTF can be conferred by the Executive Committee of PTTF upon such Directors/Executive of any national or Multi-national Company/Corooration and such other individual who have distinguished as friends of Tribe Tennis.

**VII. ACCOUNTING YEAR AND PROCEDURE:**

1. The accounting year of the PTTF shall be from 1<sup>st</sup> July to 30<sup>th</sup> June.
2. Accounts shall be maintained regularly and in accordance with the generally accepted accounting principles. Satisfactory arrangements shall be made for inspection of accounts by interested member of the public.
3. Funds of PTTF shall be kept in a scheduled bank account to be Operated by any two of the co-signatories to the joint account viz. the President the Vice President General Administration (Honorary Secretary) and the Vice President Finance (Honorary Treasurer)

**VIII. ANNUAL SUBSCRIPTION:**

1. Affiliated Members shall pay annual subscription to the P.T.T.F at the following rotes.
  - a. Provincial Association: Rs: 2000/-
  - b. Services/Autonomous or Private Sector organization: Rs: 10,000/-
2. Affiliation of a member shall stand suspended if the annual Subscription for the current financial year is in arrears on 1<sup>st</sup> September of the year and the right of representative (s) such suspended member to vote at any meeting g of the PTTF or of a Committee or Sub Committee shall remain suspended till the subscription for the year and other if any have been paid.

  
**SECRETARY GENERAL**  
Pakistan Table Tennis  
Federation

## CHAPTER III

### IX. STRUCTURE OF PTTF

#### **A. General Council**

##### **1. COMPOSITION**

- a. The governing body of the PTTF shall be the General Council Consisting of the assembled representatives of Affiliated Units.
- b. The General Council shall carry on the President, three representatives comprising at least one woman each from the affiliated Provincial Association, one representative each, from other affiliated Services/Autonomous or Private Sector Organizations/institutions, territories and areas, referred to elsewhere in this Constitution as delegates at a General Council.

##### **2. MANAGEMENT**

- a. There shall be a General Council holding its meetings annually, referred to elsewhere in this Constitution as "AGM" unless required to hold any special meeting referred to elsewhere in this Constitution as "SGM".
- b. Functions and responsibilities of the General Council shall be.
  - i. To admit to membership of the PTTF organizations/institutions applying membership in accordance with the files of the PTTF.
  - ii. To elect the Executive Board of the PTTF ensuring that there are at least three women on the Executive Board and at least one of the three is Vice President.
  - iii. To lay policy guidelines for the Executive Board, Executive Committee and the President to manage the affairs of PTTF between the AGMs performing functions and discharging responsibilities assigned to each under this constitution.
  - iv. To pass the audited statement of account and budget estimates.

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

- v. To appoint auditor's who shall be Chartered Accountants and to fix their remuneration.
- vi. To adopt the annual reports.
- vii. To hold, control and administer the property and funds of the PTTF.
- viii. To adopt and amend constitutional rules of the PTTF as and when considered necessary.
- ix. To consider and beside matters net covered by the rules and the bylaws framed there under.
- x. To take such other steps that may be necessary and expedient to achieve the objects of the PTTF.
- xi. To sue or be sued.

### 3. MEETINGS

#### a. Electoral General Council Meeting

Besides the AGM there shall he an **Electoral General Council Meeting** after every four years in the year following the year of the Olympic Game, and Special General Meeting wherever he occasion arises:

- i. There be an Election Commissioner appointed by the Executive Committee as provided finder the Constitution for a maximum period it three months to hold elections to Executive Board of the PTTF in Inc manner prescribed hereunder.
- ii. The Electoral General Body meeting of the PTTF shall be convened by the Election Commissioner invariably in the month of December in the Which the election are due.
- iii. The Vice President General Administration shall issue notice, as advised the Election Commissioner giving not less than one months notice for such meeting to all affiliated voting members and shall cause to circulate with the notice of a copy of the agenda

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

- iv. The Notice clearly notifying the name and address of the Election Commissioner, shall call for nomination for the posts of President, Deputy President and 6 Vice Presidents.
- v. The President, Deputy President and 6 Vice-Presidents shall be elected at an Electoral General Council Meeting and shall for a four-year term (To take effect as of 2009)

Eligibility & Nomination

- vi. A candidate for the office of the President need not necessarily belong to any affiliated voting member unit of the PTTF and can be nominated by any affiliated voting member,
- vii. Affiliated voting member units can nominate only the persons belonging to their own unit for the post of deputy President if they wish to contest:
- viii. Each Provincial Association shall nominate one candidate for the post of Vice President and the nominee shall stand elected to the post.  
Provided that in case it is found after the election that number of elected women on the Executive Board is less 2 the elected president shall nominate on the Executive Board required number of women vice president on the basis of their contribution to the game.
- ix. The affiliated voting members other than Provincial Associations shall nominate 2 Vice Presidents deciding names of their nominees in their meeting held prior to the date of nomination notified by the Election Commissioner and the nominee shall stand elected to the post
- x. The Chairmen of Committees and Commissions nominated by in Executive Committee in odd numbered years shall stand co-opted on the Executive Board.
- xi. All office bearers shall hold office for Four years unless they vacate office before it OR removed.
- xii. The office bearers shall be eligible for reelection. Provides that a person cannot hold the office of President, the Honorary Secretary and Honorary Treasurer for more than two tenures.

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

- xiii. Nominations received by the Election Commissioner 15 clear days before the date of the meeting will be considered valid.
- xiv. The Election Commissioner shall preside over the meeting.
- xv. The meeting shall elect the Executive Committee.
- xvi. Any Co-option of women Vice President(s) if required under the constitution shall be done by the Elected President in the meeting.
- xvii. Rule XIII Will be observed for quorum (to be observed) and procedure to be followed at the meeting except the Powers of the President mentioned therein shall be exercised by the Election Commissioner
- xviii. In case of a tie, the Election Commissioner shall conduct a draw to determine the result.

**b. Annual General Meeting.**

The AGM of the PTF shall normally be held not later than the end of December in the second half of the calendar year. The President shall give not less than 15 days notice of the meeting to all members and shall circulate with the notice a copy of the Agenda. The business transacted at the meeting shall include.

- i. Adoption of the annual report of Vice President General Administration.
- ii. Adoption of annual reports of Chairmen of sub committees.
- iii. Passing of the audited statements of accounts and the budget estimates presented by the Vice President Finance.
- iv. Appointment of auditors
- v. The election of office bearers (in the year election is due).

**c. Special General Meeting**

- i. Special General Meeting may be called at any time by a resolution of the Council or on requisition in writing of at least one fourth of the members or at the direction of the President to consider such matters as may be mentioned in the resolution or requisition or as may be indicated by the President.

  
**SECRETARY GENERAL**  
Pakistan Table Tennis  
Federation

- ii. The President shall give not less than 15 days notice of such meetings to all members and shall also circulate, with the notice a copy of the Agenda.
- iii. In case of an emergency, the President in his discretion may convene a meeting at shorter notice
- iv. Votes on any item of agenda may be taken either by show of hands or by ballot as may be decided by the President. All matters shall be decided by simple majority.

## **B. EXECUTIVE BOARD**

Between AGMs the work of the PTTF shall be managed, in accordance with policy decided by the General Council, by a Board of Directors, referred to elsewhere in this Constitution as "Executive Board", which the AGM may delegate any of its powers.

- i. The Executive Board shall consist of the President, Deputy President, 6 Vice Presidents (elected under Rule 3.a, effective from 2009) and the Chairmen of Development, Equipment, Media, Nominations, Ranking, Rules, Selection, Technical and Umpires & Referees Committees appointed in the manner laid down in clause iv of this rule. The General Council shall ensure that there are at least three women on the Executive Board and at least one of the three is a Vice President. In case no woman is nominated as Vice President, the President shall nominate, in his discretion, one additional Vice President on the Executive Board
- ii. The Executive Board shall meet during the period of the AGM and at intervals of about 6 months as required and convened by the President but shall otherwise conduct its business by an Executive Committee reporting to the Executive Board.
- iii. Functions and responsibilities of the Executive Board shall be.
  - a. To review proposals for the development of table tennis.
  - b. To decide appeals on questions of eligibility and review membership applications
  - c. To appoint special working groups assigned responsibilities for the development of table tennis
- iv. Appointments to the Executive Board shall be in the following manner.

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

- a. The AGM shall appoint for two years, the full members of Committees and Commissions, on the recommendation of the Nominations Committee.
- b. The Board shall appoint for two years, the Chairmen of Committees and Commissions, on the recommendation of the Executive Committee
- c. The Board may substitute any member or Chairman of a committee if the Executive Committee reports that he/she is inactive or ineffective for the role

### **C. EXECUTIVE COMMITTEE**

1. The Executive Committee of PTTF shall comprise the President, Deputy President, two Vice Presidents assigned by the President to manage General Administration and Finance respectively and one woman Vice-President
2. The tenure of Executive Committee shall be four years or till the Electoral AGM is held and new Executive Committee is formed unless during the tenure one resigns or absent himself without permission of the President from two consecutive meetings.
  - a. The Executive Committee shall meet once in three months or otherwise when convened by the President.
  - b. The quorum for an Executive committee meeting shall be three.
  - c. The President shall fix the time and place for such meeting.
  - d. Notice shall be issued at least 07 days before the date fixed for meeting
  - e. Agenda of the meeting shall be circulated along with the notice.
  - f. In case of emergency, the President may convene a meeting at a shorter notice
3. The Executive Committee shall have power to deal with all current or urgent business, reporting to the Board at its next Meeting; more specifically:
  - a. To conduct all the affairs of the PTTF and generally supervise and conduct the business of the Federation.
  - b. To ensure that general provisions of the Constitution and the regulations as well as the bye-laws of the PTTF are fully complied with
  - c. To initiate proposals for the development of table tennis,
  - d. To make appeals and collect donations as and when required from members, Patrons and other supporters of the game.
  - e. To acquire, accept, receive, sell, transfer and dispose of moveable and immovable properties, rights, easements or privileges and Investment in shares

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

and securities necessary or desirable for the purpose of carrying out the objects of the Federation:

- f. To accept and receive funds, subscriptions, donations, gifts, financial and other assistance to the PTTF.
- g. To present the annual audited accounts and annual Report to the Executive Board
- h. To prepare and formulate proposals of budget of the PTTF and other projects or activity of the PTTF.
- i. To appropriate surplus funds of the PTTF:
- j. To borrow any sums of money for the purpose of the PTTF with or without any security or encumbrance on the property and assets of the PTTF:
- k. To administer and manage and exercise overall control of the funds of the PTTF.
- l. To open and maintain the bank account(s) of the PTTF:
- m. To sanction and control expenditure in accordance with the budget approved by the AGM/General Council.
- n. To frame and adopt such rules as may be found necessary in the jurisdiction of the PTTF
- o. To publish, uphold and maintain the laws of Table Tennis as adopted by the International Table-Tennis Federation and the Rules of the PTTF for the time being in force,
- p. To hear and decide all questions submitted to it
- q. To take such disciplinary action as may be necessary against affiliated units or individuals down the line in the interest of the game. Any person dissatisfied with the decision of the Executive Committee may file an appeal with the Executive board (Earlier Proposed Council).
- r. To require every sportsman going abroad to take part in any international event to sign a personal bond of good behavior clearly setting out the consequence of any breach of this bond.
- s. To perform such other functions as may be assigned by the Executive Board/General Council or are required to be discharged by any law for the time being in force and to do all such lawful things as are incidental or conducive to the attainment of the objects of PTTF.

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**



**D. President's Advisory Council**

The President may appoint an Advisory Council to advise him on various matters  
Members of the President's Advisory Council shall be invited to attend the AGM as  
observers.

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

## CHAPTER- IV

### X. FUNCTIONS- AND RESPONSIBILITIES OF THE OFFICE-BEARERS

#### **1. President**

Functions and responsibilities of the President shall be;

- a. To preside over all the meetings of the General Council (except the Electoral General Meeting), Executive Board and the Executive Committee and of any other committee of which he is a member.
- b. To assign function and responsibilities of General Administration, Finance and any other sphere of PTTF activity to various Vice Presidents as and when required.
- c. To decide the date, place and time and approve the agenda of such meetings.
- d. To exercise casting vote in case of equality of votes on any issue in a meeting,
- e. To take such action as he deems necessary in the interval between meetings of the executive Committee, the Executive Board and the General Council, if in his opinion any emergency has arisen which warrants immediate action and to report the same at the next meeting of the appropriate forum i.e. the Executive Committee, the Executive Board or the General Council, whichever in the ordinary course would have dealt with the matter.
- f. To put up matters, if he deems necessary in the interval between the meetings, before the members of appropriate forum having jurisdiction over the matter in order to seek their opinion by circulation through any reliable mode of communication, and to proceed in accordance with the majority opinion

Provided that, in every such case the decision and action shall be reported at the next meeting of the appropriate forum.

- g. To appoint an Advisory Council at his discretion to advise him on various matters. To nominate, in his discretion, one additional Vice President on the

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

Executive Board, in case no woman is nominates as Vice President by any Province or affiliated units other than Provincial Associations.

## **2. Deputy President**

The Deputy President will perform all functions and discharge all responsibilities of the President in the absence of the President,

## **3. Vice Presidents**

- a. The Vice Presidents besides performing t Heir role as member Executive Committee, and Executive Board shall perform such functions as are assigned to them by the President from time to time.
- b. In the absence of the Resident as well as the Deputy President or on appropriate directions, the Vice Presidents shall preside over the meeting of the Executive Committee/the Execute Board/the General Council in the following ode; of precedence

The Vice President General Administration, the Vice President Finance the Vice President so nominated by the President or the Vice President senior in standing or age respectively.

- c. The presiding Vice President shall perform the functions of the President for the meeting he presides.

## **4. Vice President General Administration**

- a. The Vice President General Administration shall be the head of the PTTF Secretariat and Ex-Office Member Administration of all other committees and Subcommittees of the PTTF.
- b. All secretarial correspondence on behalf of the PTTF shall be carried on in his name by the staff authorized by him and given erect to the resolutions / decisions of the Executive Committee, Executive Board and the General.

  
**SECRETARY GENERAL**  
Pakistan Table Tennis  
Federation

- c. He shall issue notices of meetings as and when directed by the President, the: Chairman Election Commission or Chairmen Of the duly constituted standing Committees or subcommittees:
- d. He shall require every of the meetings and shall be responsible for their circulation and the maintenance of Mimte Book,
- e. He shall be responsible for the maintenance of other records or registers as well the custody of all the documents of the PTT and for carrying out other duties that may be entrusted to him.
- f. He shall require even, sportsman ping, abroad to take part in international event to sign a personal bond of good behavior. The document shall clearly set out the consequence or any breach of this undertaking.
- g. In the absence of the Vice President General Administration, the President nominate another Vice President to perform all functions and fulfill all the responsibilities of the Vice President General Administration.

#### **5. Vice President Finance**

- a. The Vice President Finance shall exercise general supervision over the funds at PTTF.
- b. He shall render advice to the Executive Committee/the Executive Board /the General Council of the PTTF on its financial policy.
- c. He shall receive all subscriptions, grams, donation and other proceeds on behalf of PTTF from whatever source derived and shall ensure through the staff authorizer: by him to issue receipts for the same on official form as well as to maintain proper vouchers for each expenditure and keep the necessary books of account.
- d. He shall submit is the Executive Committee, the Executive Board, and the Genes Council at the Annual General Meeting an audited Statement of receipts and expenditure and the balance sheets .as well as the budget estimates prepared by the Executive. Committee and recommended by the Executive Board,
- e. In the absence of the Vice President Finance, the President will nominate another Vibe President to perform all functions and fulfill all the responsibilities of the President Finance.

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

## CHAPTER-V

### **XI. FREQUENCY QUORUM AND PROCEDURE AT MEETINGS**

1. The General Council, the Executive Board and the Executive Committee shall meet not less than once, twice and four times a year respectively.
2. Notice of resolution to be brought up at the Annual General Meeting Shall be given in writing to the Vice President General Administration not later than two weeks before the date of the meeting. The resolutions received prior to the issue of the regular Agenda shall be incorporated the Agenda while resolutions received after the issue of the regular Agenda will be sent separately as supplementary agenda.
3. One third of the total member, (delegates of affiliated voting members in case of General Meetings) shall form the Quorum and for adjournment.
4. Procedure in Absence of Quorum and for Adjournment
  - a. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting if called Upon the requisition of members, shall be dissolved
  - b. In any other case, it shall stand adjourned to the same day after one hour of the originally scheduled time of the meeting at the same place, and if at the adjourn meeting, a quorum is not present within half an hour from the time appointed for the meeting, the members having right to vote present shall be the quorum.
  - c. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
  - d. It shall not be necessary to give notice of an adjourned meeting or of the business to be transacted at such meeting.
  - e. No meeting once convened shall be postponed or cancelled except for want of quorum, unless Nit third of the members ask or postponement or cancellation.

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

5. All meetings of PTTF shall be hold at the PTTF Head Office subject to any previous decision of the Executive, Committee, the Executive Board or the General Council, as the case may be or unless otherwise directed by the President.
6. The President shall fix the date am time for meetings.
7. The Vice President General Administration shall issue notice through courier to the respective members along with agenda of the respective meetings in accordance with the requirement of period specified in respective ales for such meetings.

Provided the President may at a meeting at a shorter notice case of emergency.

8. Votes on any item of agenda may be taken either by show of hands or by ballot as may be decided by the President. All matters shall be decided by majority vote.
9. In the interval between meetings the executive Committee, the Executive Board or Vie General Council, any action that night be taken may be so taken if he President so desires, after consulting the members by any reliable mode of communication, and in every such case, the decision reported at the next meeting.

## **XII. INDISCIPLINE**

1. Press statement referring to media any grievance or dispute without prior reference to appropriate remedial forum provided under this Constitution issued by any person, Organization or institution connected with Table Tennis in Pakistan shall amount to indiscipline.
2. Press statement referring to media any grievance or dispute without prior reference to appropriate remedial forum provided under this Constitution issued by any person, Organization or institution connected with Table Tennis in Pakistan shall amount to indiscipline.

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

3. Each person, Organization or institution that is charged with indiscipline referred to Article XI.a. shall render: oneself liable to disciplinary proceedings as per Constitution.
4. 3. Each person, Organization or institution found guilty by the appropriate forum provides under the Constitution shall be liable to pay penalty and/or undergo Punishment imposed by the authored forum

### **XIII. ARBITRATION**

1. All disputes arising out of the working, functioning and performance of the Federation the affiliated voting members and their constituent District Associations, Clubs or other recognized playing centers their members and functionaries shall be resolved through arbitration.
2. No person, Organization or institution connected with Table Tennis in any manner shall take any dispute to any court of law in Pakistan before exhausting the forums of dispute resolution under the PTTF Constitution.
3. The concerned Provincial Association shall deal with the dispute at District Association, Club level or at the level of other recognized centres.
4. The Federation shall resolve disputes at the Provincial level.
5. The concerned Provincial Association and the Federation where the case warrants shall appoint Arbitrator in accordance with the Law of Arbitration to resolve the dispute,
6. The dispute within the Federation shall be referred to Pakistan Olympic Association who shall decide it through arbitration as provided in the constitution of the Pakistan Olympic Association
7. The decision of Arbitrator shall be binding on concerned persons/parties

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**

#### **XIV. SPECIAL CLAUSES**

1. **FORCE OF rules:**

Every member of the Federation shall be bound to conform to the Constitutional Rules, Regulations and Bye-laws of the Federation which may from time to time be in force.

2. The income and property of the Federation shall be applied solely towards the promotion who objects of the Federation as set forth elsewhere in this Constitution.

3. No portion thereof she I be paid or transferred directly, or indirectly, by way of dividend bonus or otherwise howsoever by way of profit, to the members office bearers of the Federation or any of their blood relations;

Provided, nothing therein shall prevent the payment in good faith of remuneration to any officer or servant of the Federation or to any person, in return for any services actually rendered to the. Federation

#### **XV. DISSOLUTION**

1. The Federation shall not be dissolved except at an Special General Meeting of the Gene.rai Council convened for the purpose and by a resolution adopted by a majority of four-fifth of the total voles of the alleviated units.

2. If upon winding up or dissolution of the Federation there shall remain any property whatsoever, after satisfaction of its debts and liabilities, it shall not be paid to or distributed among the affiliation units but shall be given or transferred to sortie at or institution or institutions approved under clause (58) of the second Schedule to the Income Tax Ordinance 2001 (XLIX of 2001) having objects similar to the objects of the Federation as determined by the members of the Federation at or before the time of dissolution and in default thereon by such Judge go High Court as may have or acquire jurisdiction in the matter and if and so far as effect cannot be given to the aforesaid provisions, then to some charitable objects

  
**SECRETARY GENERAL**  
**Pakistan Table Tennis**  
**Federation**