

COMPANY MEMBERSHIP – POLICY & PROCEDURE

TENNIS WALES LTD

1. POLICY

Clause 3) of Tennis Wales' ("the Company") Articles of Association permits each Club (Place to Play) registered with the Company to appoint a person from its membership to be a Member of the Company. The Company shall maintain a Register of Members for the purpose of communicating to Members all matters pertaining to membership of the Company, and the determination of eligibility to vote at general and county open meetings.

2. PROCEDURE

- 2.1 The Company shall maintain a Register of Members showing the full name of the member, their home address, and the name of the Club that they represent. This shall be kept in an electronic form and updated as changes occur. A full printed copy shall be prepared before each General Meeting and each County Open Meeting of the Company to determine those persons entitled to vote. This should be retained for seven years following the date of the Meeting.
- 2.2 Each Club shall complete a "Company Member Nomination Form" detailing the person appointed by the Club to be a Company Member. This shall be sent to the Company Secretary.
- 2.3 The "Company Member Nomination Form" shall also be used by a Club to advise a change of Company Member. This shall be sent to the Company Secretary.
- 2.4 Upon receipt of the "Company Member Nomination Form" the Register of Members shall be updated and the "Company Member Nomination Form" filed.
- 2.5 If a Company Member resigns by writing directly to the Company, the Register of Members shall be updated and the "Company Member Nomination Form" shall be sent to the Club Secretary with a covering letter. The completed "Company Member Nomination Form" shall be dealt with as in 2.4) above.
- 2.6 The new Company Member shall be sent the "Deed of Adherence" for completion and return, together with an explanatory covering letter.
- 2.7 Upon receipt of the completed "Deed of Adherence" this shall be filed in alphabetical order by Place to Play and retained until the person ceases to be a Company Member.
- 2.8 Upon ceasing to be a Company Member the corresponding "Deed of Adherence" & "Company Member Nomination Form" shall be cancelled and retained for seven years from the date of cancellation.