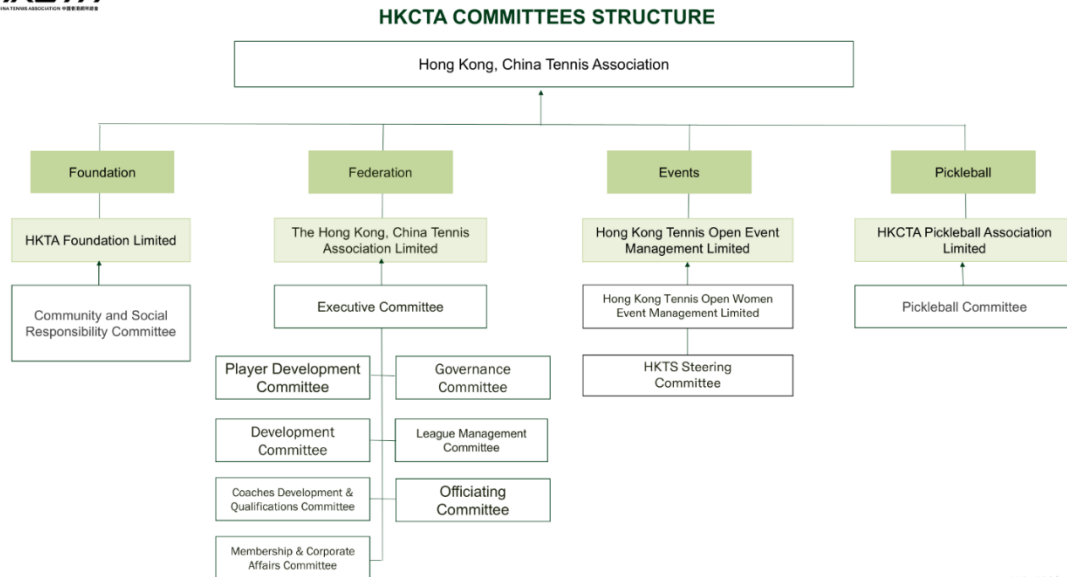


**Hong Kong, China Tennis Association**  
**Rules of Functional Committees and Committee Structure**  
**(approved by HKCTA Council on May 24 2025)**

1. The Committees of the Hong Kong, China Tennis Association (“HKCTA” or “Association”) are organized as follows:



ONE TEAM. ONE FRATERNITY. ONE VISION.



2. Committee Chairpersons must be members of the Council and are appointed each year at the first Council Meeting following the AGM.
3. Nomination of Members & Vice Chairmen for Committees must be submitted by Chairpersons to the Executive Committee (EXCO) for approval within one month after the AGM.
4. The minimum number of committee meetings is two times each year.

5. Unless otherwise approved by the Council, the number of members on each committee should not be less than 3 and should not be more than 12. This excludes ex-officio members.
6. Unless otherwise provided in the Term of Reference of the committee, the quorum for each committee shall be the greater of: (i) one-third of the total number of members in the committee excluding ex-officio; or (ii) 3.
7. The Chief Executive Officer, when available, should be on all committees as a non-voting ex-officio member.
8. Committee meetings should be held in the HKCTA offices at the Victoria Park or Kowloon Tsai Park whenever the rooms are available. If the rooms are not available, they should be held at the meeting rooms of Olympic House or in a private meeting room. They should not be held in public areas of restaurants or public dining areas of clubs. Reimbursement of the cost of refreshments at up to \$150 per person may be claimed by committee members attending the meeting. Parking charges for attending the meeting may also be claimed by producing parking receipts.
9. Before confirming the date for a meeting, the Committee Chairpersons should ensure that most members will be available for the meeting.
10. Committee Members should normally be notified of dates for meetings at least 7 days in advance.
11. Members should read the relevant papers before the meeting, and the Chairpersons should try to conduct the meeting efficiently so that it would not normally last for more than two hours.
12. Agendas and relevant papers must be circulated electronically before meetings, and Minutes of meetings must be kept and signed.
13. Minutes should be completed and circulated to all Committee members preferably not more than 14 days after the meeting.
14. Minutes must be presented in the HKCTA Council brief.
15. Minutes must be filed in each Committee Minutes Book at the HKCTA office.
16. Committees must submit a budget and yearly plan for their proposed programmes for the following year at least two months before the end of the current financial year.
17. A Committee may approve any unbudgeted expenditure between HK\$5,001 and HK\$10,000 with the approval of the Chief Executive Officer. This must then be reported to EXCO.
18. Unbudgeted expenditure between HK\$10,001 and HK\$20,000 must be approved by EXCO. Unbudgeted expenditure of more than HK\$20,000 must be approved by the HKCTA Council.
19. Any official communication with the media, overseas institutions, HK government, or quasi-government bodies must be done either together with the President, the Hon. Secretary, or the Chief Executive Officer, or with their consent.
20. The following items should be approved by EXCO/Council before implementation:
  - (a) Important decisions, policies, or rule changes.
  - (b) Formation of permanent sub-committees.
21. Maximum Number of Functional Committees an Individual May Serve:
  - (a) To ensure effective participation and governance, an individual may serve on a maximum of three (3) functional committees at any given time.
  - (b) This limitation does not apply to ex-officio members who serve by virtue of their position within the Association.
  - (c) Any exceptions to this limit must be approved by the Council on a case-by-case basis.
22. Co-opted Members in Functional Committees:

- (a) Co-opted members may be invited to join functional committees to provide expertise or assistance on specific matters.
- (b) Co-opted members may not serve as the Chairperson of any functional committee.
- (c) The proportion of co-opted members within any functional committee shall not exceed one-third of the total committee membership.
- (d) Co-opted members shall not have voting rights within the functional committees.

23. Timely Announcement of Committee Appointments:

- (a) The appointment of Committee Members, including Chairpersons and Vice Chairmen, must be announced to all relevant stakeholders within three weeks after approval by the Executive Committee.
- (b) The announcement should be made through official communication channels, including the Association's website, to ensure transparency and awareness among members.
- (c) Any changes to committee appointments during the year must also be communicated promptly through the same channels.

The document will be reviewed periodically and is subject to modification based on the review.