

**RULES AND POLICIES ON TERMINATION OR SUSPENSION OF MEMBERSHIP
HONG KONG, CHINA TENNIS ASSOCIATION
(approved by HKCTA council on May 24 2025)**

1. Introduction

1.1 These Rules and Policies establish the criteria and procedures for the suspension and termination of membership of the Hong Kong, China Tennis Association ("HKCTA"), in accordance with Article 20 of the HKCTA Articles of Association.

1.2 The Membership and Corporate Affairs Committee ("the Committee") is responsible for assessing membership suspension and termination matters in accordance with these Rules and Policies.

2. Types of Termination and Suspension

2.1 Membership may be terminated or suspended under the following categories:

- **Voluntary Termination** – A member may submit a written request to terminate their membership.
 - **Involuntary Termination** – HKCTA may terminate membership due to violations of regulations, misconduct, failure to meet membership requirements, or other justifiable reasons.
 - **Suspension** – A temporary restriction of membership rights due to non-compliance with HKCTA rules, ongoing investigations, or other justified circumstances.
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3. Circumstances Leading to Suspension or Termination

3.1 A member may face suspension or termination for reasons including, but not limited to:

- Breach of HKCTA's Articles of Association, or Code of Conduct;
 - Engaging in activities detrimental to the reputation or interests of HKCTA;
 - Criminal conviction related to dishonesty or moral turpitude;
 - Failure to pay membership fees or fulfill financial obligations to HKCTA;
 - Violating anti-doping rules or fair play regulations;
 - Persistent non-compliance with HKCTA policies despite warnings.
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4. Rights and Obligations Upon Suspension or Termination

4.1 Upon Suspension:

- The member shall lose certain rights, including participation in HKCTA events and access to facilities.

- The member remains obligated to rectify the cause of suspension within the stipulated period.

4.2 Upon Termination:

- All membership rights and privileges shall cease immediately.
 - The member shall remain liable for any outstanding obligations to HKCTA.
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5. Notice Period

5.1 Members subject to **suspension** shall be given at least **14 days' notice**.

5.2 Members subject to **termination** shall be given at least **30 days' notice**.

6. Decision-Making Procedures

6.1 The Committee shall deliberate on suspension and termination cases based on the evidence provided.

6.2 The deliberation period shall not exceed **45 days** from the date of initiating the proceedings.

6.3 A formal written decision, with justifications, shall be issued to the concerned member.

7. Appeal Mechanism

7.1 A member has the right to appeal a suspension or termination decision to the **Appeal Panel**.

7.2 Appeals shall be conducted in accordance with HKCTA's **appeal procedures on membership matters**.

7.3 The Appeal Panel shall issue a final decision within **30 days** from the date of appeal submission.

7.4 The member shall be formally notified of the Appeal Panel's decision, including justifications and reasoning, within **7 days** of the decision.

8. Notification and Public Disclosure

8.1 HKCTA shall formally notify the concerned member of the suspension or termination decision and their rights of appeal.

8.2 HKCTA shall publicize the name of the suspended or terminated member, the suspension period (if applicable), and any remedial measures required.

9. Remedial Measures

9.1 Members who are suspended shall be informed of the necessary corrective actions required for reinstatement.

9.2 Reinstatement requests shall be reviewed by the Committee upon satisfactory compliance with remedial measures.

10. Retention of Membership Administration Documents

10.1 HKCTA shall retain all documents related to the administration of membership, including suspension and termination records, for a period of **two (2) years**.

11. Compliance with Personal Data (Privacy) Ordinance

11.1 HKCTA is committed to handling all personal information in compliance with the **Personal Data (Privacy) Ordinance of Hong Kong**. Personal data collected in relation to membership administration shall be processed, stored, and disposed of in accordance with applicable legal requirements.

12. Effectiveness

12.1 These Rules and Policies shall take effect immediately upon approval by the **HKCTA Council**. They are subject to the review by HKCTA Council periodically and may be modified from time to time.