

Tennis Ireland Constitution Commission Terms of Reference:

Approved by Tennis Ireland Board

8th September 2018



Terms of Reference

Tennis Ireland Constitution Commission

This document describes how the Tennis Ireland Review / Update of Articles Commission is constituted within Tennis Ireland and the roles and responsibilities of the Commission.

It also details some operational procedures as to how the Commission should conduct its business.

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Terms of Reference

Tennis Ireland Constitution Commission

The following Terms of Reference may be subject to alteration or amendment at any time by resolution of the Tennis Ireland Board.

1. Composition of the Commission

The Constitution Commission shall be chaired by David Barber and be made up of David O'Beirne, Child Welfare and Legal Portfolio, Jimmy Cahill, Company Secretary, Richard Fahey, CEO.

Each Branch will be invited via the Provincial Presidents to nominate one representative to the Commission.

Members of the Commission shall hold office until the conclusion of the work of the Commission.

Should a vacancy arise on the Commission due to a Board member stepping down then the Board shall appoint a person to fill the vacancy for the remainder of that term. Should a vacancy arise due to a Branch Member stepping down then the respective Branch President will be offered the opportunity to replace that member.

2. Quorum

The quorum for the transaction of business and decision making of the Commission shall be the number of members present in person (or joined by teleconference) and entitled to vote which equals 50% plus one of the total number of appointed Commission members. In this case the quorum would be 5 members

3. Communication & Authority Structure

The Commission has been established by the Board of Tennis Ireland and reports directly to the Board through the Chairman of the Board.

The Commission shall report to the Board in writing.

The Commission must keep a record of all meetings and decisions and provide reports and/or information to the Board.

4. Operational Matters

The Commission shall be responsible to the Board for reviewing and recommending changes to the Constitution of the Company and ensuring that all recommendations align with the 2014 Companies Act. Final sign off and recommendation to the Board will require full commission

approval. Any amendments will be required to be presented for the approval of the members at a general meeting.

The Commission will also consider the impact of changes to the Constitution on the various Branch Rules and will make recommendations to the Board of the Company if it is felt necessary to amend these rules.

5. Expenses

Commission members representing their respective Branches shall be entitled to claim mileage and subsistence expenses from their respective branch during their time in office pursuant to standard Tennis Ireland Board policy on expenses.

Portfolio directors shall be entitled to claim mileage and subsistence expenses from Head Office during their time in office pursuant to standard Tennis Ireland Board policy on expenses.

Accommodation expenses must be approved in advance through the Tennis Ireland office who will handle all bookings.

6. Timetable

The Commission will indicate to the Board following its first meeting the anticipated duration, delivery date and meeting dates