

# DORCHESTER SWIM & TENNIS CLUB



## HOW TO BUY DORCHESTER STOCK

1. Apply for membership by downloading the application found on the MEMBERSHIP page of the Dorchester website at <http://dorchesterswim.com>. There is a \$25 application fee, which is refundable in the event the application is not approved. You will also need to get the signatures of two separate, current stockholders to sponsor your application.
2. When your application is approved by the Board you will receive an email with a list of current sellers.
3. Contact the sellers to compare prices and negotiate a price. (See item 3 below “How to Sell Stock”).
4. After you make your financial transaction the seller will sign the back of the stock certificate and give it to you as a receipt.
5. Send the signed stock certificate to the club secretary at this address:  
Dorchester Swim & Tennis Club  
P.O. Box 23672  
Belleville, IL 62223
6. Wait to receive your “Welcome to Dorchester” letter with your new stock certificate and more information.

## HOW TO SELL DORCHESTER STOCK

1. Email club secretary at [dorchesterswim@yahoo.com](mailto:dorchesterswim@yahoo.com) to get your name put on the sellers’ list.
2. When contacted by a potential buyer, confirm that they are already approved by the Board.
3. Negotiate a price. *Keep in mind that if you do not sell your stock before membership fees are due on May 1 you will be assessed a 15% late fee. If you do not pay that late fee before you sell your stock it will be passed on to the buyer. Also if you do not complete your work day obligation, the \$100 workday fee will be passed on to the buyer.*
4. After you agree on a price and make your financial transaction, sign the back of your old stock certificate and give it to the buyer as a receipt.
5. Let the club secretary know that your transaction is complete so your name can be removed from the seller list.