

THE MANOR PARK TRUST

MALVERN AND COUNTY INDOOR TENNIS

CONSTITUTION AND RULES

(As Approved by the Trustees)

**1995
(revised 2013)**

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CONSTITUTION AND RULES

1) GENERAL

- a) The facilities of the Indoor Tennis Hall situated at Manor Park (hereinafter called “the Tennis Hall”) will be operated, managed and maintained by Malvern and County Indoor Tennis (hereinafter called “MACIT”).
- b) MACIT will organise and regulate play within the Tennis Hall and will manage and maintain the facilities of the Tennis Hall and do all such things as may be necessary or expedient for attainment of the stated objects.
- c) The following Rules will be binding upon all Members of MACIT and Users of the Tennis Hall.
- d) Subject to the provisions of a Trust Deed to which Manor Park is subject, and wherein the Trustees appointed, the Tennis Hall will be open to Members and Users for Indoor Tennis.
- e) The income of the MACIT will be applied to its stated objects.
- f) In the event of dissolution any income remaining shall not be distributed among Members but shall be dealt with in accordance with the provisions of the Trust Deed,

2) OBJECTS

The objects of MACIT are:

The provision and maintenance of indoor tennis facilities at the Tennis Hall and encouragement of opportunities for playing of indoor tennis by way of practice, coaching, social and competitive games, for the benefit of Members, individuals and groups introduced by the Herefordshire and Worcestershire LTA, individuals and groups introduced by approved Coaching Schools, visitors and guests, competitors and members of teams who are engaged in approved competitions, coaching or exhibitions.

3) MANAGEMENT COMMITTEE

- a) Subject to the approval of the Trustees the management and control of the affairs of the MACIT shall be in the hands of a Management Committee.
- b) The Management Committee shall consist of:
 - (i) two Trustee Representatives nominated annually by the Trustees
 - (ii) two County Representatives nominated annually by the Herefordshire and Worcestershire Lawn Tennis Association

- (iii) an Honorary Secretary and Honorary Treasurer and two Ordinary Members elected annually at the Annual Meeting, by ballot if demanded. All such elected Members shall retire annually at the Annual General Meeting but shall be eligible for re-election.
- c) Should a vacancy occur in the Management Committee among Members, other than those nominated by the Trustees and the County LTA after the annual election, the Management Committee shall have power to fill such vacancy, and a Member so elected shall hold office until the next Annual General Meeting, when he/she shall retire, and the vacancy shall be filled in the stipulated manner.
- d) The Management Committee shall elect from among themselves a Chairman who shall preside at all meetings which he/she attends. In his/her absence the members present shall appoint one of their number to preside.
- e) The Management Committee may appoint Sub-Committees as they may from time to time decide for the regulation of the games or for the conduct of the affairs within the Tennis Hall and shall nominate one of its members as chairman of every such subcommittee. The Chairman of the Management Committee, the Honorary Treasurer and the Honorary Secretary shall be ex-officio Members of all sub-committees. Sub-committees may co-opt additional Members who are not Members of the Management Committee. Every sub-committee shall be responsible to the Management Committee.
- f) The Management Committee shall meet at least two times each year; four Members to form a quorum, to include at least two elected members.

4) BYELAWS

The Management Committee shall have power to make vary and revoke Byelaws regarding the use of the indoor tennis courts and related facilities in the Tennis Hall and its internal affairs and the conduct of Members provided that no such Byelaws shall conflict with these Rules. The Byelaws for the time being in force shall be binding upon all Members and Users.

5) MEMBERSHIP

Membership of MACIT will be:

- a) by direct application by individuals to the Honorary Secretary of MACIT.
- b) by direct application by other tennis organisations to the Honorary Secretary of MACIT.
- c) by nomination from the Management Committee of Manor Park Sports and Social Club by way of a block nomination and payment of a block subscription. Such membership is subject to the approval of and ratification by the Management Committee of MACIT.

6) SUBSCRIPTIONS AND FEES

- a) The Annual Subscription of members elected under Rule 5 (a) (b) shall be determined by the Management Committee and the Subscriptions payable in various categories shall be recorded in the Minutes of MACIT. At the discretion of the Management Committee a Member may be allowed to pay a reduced subscription for any period less than a year.
- b) The Block Subscription for members accepted under Rule 5 (c) shall be payable by the Manor Park Sports and Social Club to MACIT. The subscription shall be negotiated annually between the officers of the Sports and Social Club and MACIT. In the event of disagreement the block subscription shall be arbitrated at the direction of the Trustees whose decision will be final.
- c) All subscriptions under Rule 5 (a) (b) are payable on application and will be refundable if such application is refused. Renewal subscriptions shall be paid on a date to be set by the Management Committee who may terminate the membership of any Member whose annual subscription remains unpaid for thirty days after the due date.
- d) The Management Committee shall have power to impose a joining fee as and when they think fit.
- e) The fees for court booking, lighting and visitors shall be determined by the Management Committee of MACIT

7) GENERAL MEETINGS

- a) An Annual General Meeting of MACIT shall be held before the last day of May each year. Notice of the day and time of the Annual General Meeting shall be affixed in a prominent position in the Tennis Hall for a period of at least fourteen days before such day. The Management Committee's report and unaudited accounts for the past year shall be presented in the meeting for approval and Members of the Committee elected.
- b) A General Meeting of MACIT may be summoned at anytime by the Management Committee and shall be so summoned immediately upon any thirty Members each being entitled to vote delivering to the Honorary Secretary a written request in that behalf. A General Meeting shall be summoned in the same way as the Annual General Meeting. At any General Meeting of MACIT every senior Member shall be entitled to be present and entitled to one vote on each question raised.
- c) Ten Members present in person shall constitute a quorum at a General Meeting.
- d) Junior Members may attend and speak at a General Meeting but may not vote.

8) GUESTS

- a) Members may introduce and entertain guests at the Tennis Hall provided that both the Member and guest sign the Visitors Book kept at the Tennis Hall and provided that they pay the appropriate fee before commencing to play or avail themselves of any privilege of membership. The Member introducing a guest shall be responsible for his/her guest strictly observing these Rules and the MACIT Byelaws and shall not leave the Tennis Hall before his/her guest. No person whose membership of MACIT has been terminated under Rule (10 b) or is for the time being suspended under Rule (10a) or whose application for membership has at any time been rejected shall be introduced as a Guest.

- b) Visitors and guests may play a maximum of three times in one year.
- c) The Management Committee may admit Clubs, Groups and Organisations and make such arrangements with them as they think proper.

9) COMPLAINTS BY MEMBERS

A complaint by a Member shall in the first instance be made in writing to the Honorary Secretary who will, if within his/her power, deal with it, but Members shall have the right to have a complaint submitted to and adjudicated upon by the Management Committee, whose decision by simple majority vote if necessary shall be final.

10 REMOVAL FROM MEMBERSHIP

- a) The Management Committee may suspend the membership of any Member whose conduct, whether in the Tennis Hall or elsewhere on the Manor Park site, is or has been in the opinion of the Committee contrary to the interests of MACIT or the site or injurious to its reputation.
- b) Immediately upon suspension of the Membership of any Member the Management Committee shall give notice to the suspended member of his/her suspension and inform him/her that he/she may be present at the next meeting and be heard in answer to any allegations made against him/her. The decision of the Committee by simple majority vote at such meeting or adjourned meeting shall be final and conclusive.

11) USE OF THE TENNIS HALL BY MEMBERS AND USERS

- a) No play shall be permitted on any Court when it is considered to be unfit for play. A notice to this effect signed by the Honorary Secretary or by two Members of the Management Committee shall be final.
- b) Members and Users shall be liable for damage to the Tennis Hall and property therein and shall not take away from the Tennis Hall or Manor Park any article which is the property of MACIT or of Manor Park Sports and Social Club.
- c) No paper, notice board or placard shall be put in the Tennis Hall without the sanction of the Honorary Secretary.
- d) No betting shall be allowed in the Tennis Hall. No lottery shall be promoted by any member or Officer on behalf of or in any way connected with MACIT or with any entertainment or event held by or in connection with MACIT without previous authority of the Management Committee.
- e) Neither MACIT nor any Officer thereof shall be liable to any Member, User or guest for any loss of or damage to any property occurring from whatever cause in or about the Tennis Hall, nor for any injury sustained by any Member, User or guest whilst on or entering or leaving the Tennis Hall or Manor Park site, and a notice to this effect shall at all times be displayed in the Tennis Hall.

12) COACHING

The Management Committee may negotiate with one or more Coaching Schools to arrange coaching within the Tennis Hall to includes those coaches nominated by Herefordshire and Worcestershire LTA to carry out county coaching within county court time.

13) MANOR PARK FACILITIES

The facilities external to the Tennis Hall consisting of car parking, changing rooms, showers, bar and social facilities and grounds etc. are under the direction of the Manor Park Sports and Social Club. The Officers of the Management Committee of MACIT will negotiate with the Officers of the Sports and Social Club to determine the conditions and fees for use of these facilities. In the event of disagreement the matter will be arbitrated by the Trustees whose decision will be final.