

PREAMBLE

The words that we have lived by are hereby expressed as the by-laws of the PACQUENAC TENNIS CLUB, INC.

Seeds for the “plant” were sown by nine original members way back on October 8, 1914, and it was shaped and pruned for incorporation with the first purchase of property in March 1917.

The finest tribute paid any member occurred in 1939 when a Life Membership was bestowed upon Richard A.C. Seaman, prime founder, first President and constant member for twenty-five years, and the only person eligible for such membership.

Upon Dick’s passing in 1945, and to perpetuate his memory, the Richard A.C. Seaman Memorial Trophy was inaugurated the following year and for many years was the only annual Club singles championship held.

Each year new members help continue the good fellowship and sportsmanship that can only bring confidence and success in the future.

In the year 1960 these by-laws were amended to include a new type of membership known as Permanent members. Such membership is limited to those persons who have been Voting Members for 35 years, or upon reaching the age of 70 and have been Voting Members for 30 years: Arthur F. Worden, a voting member since 1920, was the first such appointee.

In 2013, court #1 was dedicated to the late Donald Worden.

In 2014, the club’s Centennial Celebration took place whereby the 100 year banner was flown alongside the American flag at the court entrance.

ARTICLE I – NAME

The name of this organization shall be the PACQUENAC TENNIS CLUB

ARTICLE II – MISSION STATEMENT

The mission of the club shall be: to promote interest in the game of tennis and improvement in playing skills, as well as maintaining a healthy lifestyle, establishing camaraderie, and sociability, among it’s members.

ARTICLE III - OFFICERS

SECTION 1. There will be a President, Vice President – Grounds, Secretary, Treasurer and (3) three Trustees, elected by the VOTING Members whose respective duties shall be as follows:

SECTION 2. The President shall preside at all meetings and conduct them in accordance with the by-laws and Robert's Rules of Order. He/She shall appoint the Chairpersons of the various committees and such special committees as may be required; such committees to hold office at the discretion of the President. The President shall call an organizational meeting of the newly appointed Chairpersons during the January meeting. A program of activities shall be adopted by the President and his/her Chairpersons and outline this program at the February meeting.

The President is also empowered to sign checks on disability or absence of the Treasurer. If a death occurs in the immediate family of a Permanent, Honorary, Voting or Playing Member, the President shall send written condolences, flowers or an appropriate donation. He/she, along with the Treasurer, is a custodian of the Club's safety deposit box held at the local banking institution.

SECTION 3. The Vice President – Grounds shall perform all the functions of the President in case of his/her disability or absence, except that of signing checks. The Vice President - Grounds shall be the Chairperson of the Grounds Committee.

SECTION 4. The Secretary shall keep accurate minutes of all meetings as well as records of the Club. He/She shall attend to all correspondence, notify persons of their elections and shall send copies of these by-laws to new members and/or make them available via the Club website. He/She shall be custodian of the Club Seal. At least one week in advance, the Secretary, or the Secretary's designee, shall advise Permanent and Voting Members of the monthly meeting; such notification may include a copy of the prior meeting's minutes. The Secretary will file with the Secretary of the State of New Jersey the Annual Report required of all corporations pursuant to NJ Statutes immediately after the election of the new officers.

SECTION 5. The Treasurer shall receive all dues, court fees, refunds, and other revenue, and keep accounts of the Club. At each regular meeting, he/she shall submit a written report to the Voting Members in attendance, indicating aggregate amounts expended for any Club sanctioned activity. These amounts shall not be in excess of the sum designated by the Club during the budgeting process. The budget shall be presented to the Voting Members during the January meeting. Along with the President, the Treasurer is a custodian of the Club's safety deposit box held in a secure place at the clubhouse.

(The last sentence of Section 5 was amended by unanimous vote on October 13, 2016)

SECTION 6. The President shall appoint the Agent who shall accept service of process against the club, as required by State law.

SECTION 7. The Trustees shall be the Custodians of the Charter and deed of any real estate owned by the Club. They shall sign deeds, bonds and other evidence of indebtedness when authorized by the Club. They shall process proposals for both Honorary and Permanent Membership. The names of such proposed Members shall be announced by the Secretary, or the Secretary's designee, in the newsletter sent to all members at least seven days prior to the date of action of such proposal. They shall also be charged with the responsibility for keeping these by-laws up to date.

ARTICLE IV – COMMITTEES

SECTION 1. There shall be the following standing committees, the chairperson of which shall be appointed by the President. Each committee shall consist of at least three members each, including the Chairperson. Each Chairperson appoints the members of his/her committee. The Membership Committee has additional requirements regarding its size and members, which is defined in Section 2 of this article. Each Voting and Permanent Member shall be appointed to a standing committee(s) annually.

SECTION 2. The Membership Committee shall process all applications for membership, those received directly or through the Club website, except those proposals for Honorary or Permanent Membership. New applicants for membership are accepted on a first year conditional basis, and are permitted to play as soon as their dues are paid. Written notice bearing names of the candidates shall be given by the Chairperson of the Membership Committee in the monthly newsletter and sent to all members at least seven days prior to the date of voting by the Voting and Permanent Members. The collection of dues shall be the responsibility of the Membership Committee with assistance from the Treasurer or any other sub-committee so designated.

SECTION 3. The Grounds Committee, chaired by the Vice President – Grounds, shall formulate all ground rules, provided, however, that any rule so formulated may be repealed by a majority vote of the Voting and Permanent Members present at any regular meeting. Should any members refuse to abide by these rules, the Grounds Committee may deprive him/her of the use of the courts by formal notification (e-mail or letter) signed by the President or Vice President - Grounds, and such loss of privileges shall remain in effect until reviewed by the Voting and Permanent Members at the next meeting. The Committee shall be custodian of all grounds equipment and fixed assets as well as being responsible for the grounds receiving proper attention.

SECTION 4. The Finance Committee shall approve all expenditures not specifically authorized by the Club in accordance with Article III Section 5. The Chairperson of the Finance Committee shall be appointed by the President immediately after taking office in January. The Finance Committee shall propose a budget for the following year, simultaneously with the last regular meeting in December, and shall audit the accounts of the current Treasurer periodically during the year by reviewing monthly bank statements. An audit and final report should be given at the December meeting.

SECTION 5. A Tournament Committee shall arrange and have full charge of all intra-club adult tournaments sponsored by the Club. Tournaments shall consist of at least the following events: Men's Singles, Men's Doubles, Ladies Singles, Ladies Doubles and Mixed Doubles. The individual Tournament Chairpersons will present specific tournament rules to the club for approval on or before the April meeting, before the start of the season. A list of these rules will be made available to all members through our website, newsletter or e-mails. Any additional tournaments may be added during the year with Voting and Permanent Member approval. Any prizes or awards will require said approval as well.

SECTION 6. An Availability Committee, consisting of the current Trustees or three (3) past Presidents, shall be appointed by the President no later than the October meeting. This Committee shall obtain the consent of one or more candidates for each office (including one Trustee) and present the names for nominations to the Secretary, or Secretary's designee, for publication in the newsletter prior to a vote by the Voting and Permanent Members at the December meeting.

SECTION 7. The Entertainment Committee will administer the following: a) an opening breakfast, usually in early June, b) a picnic, held in mid to late September, and, c) a banquet dinner in early to mid November., d) any other social activity or tennis party deemed appropriate and within budgetary constraints.

SECTION 8. The Inventory Committee shall be composed of the Grounds Committee and Finance Committee Chairpersons and shall maintain a perpetual inventory of all equipment and fixed assets at the Club. A physical inventory of all Club fixtures shall be noted by Voting and Permanent Members during their usual activities.

Section 9. The Junior Activities Committee, consisting of the Director of Tennis and Club Teaching Pro, shall encourage and provide such tennis and social activities as they shall deem beneficial to Junior Members.

ARTICLE V – MEMBERSHIP

SECTION 1. There are two categories of membership: Voting and Non-Voting. The Voting category consists of Voting and Permanent Members as defined below. There shall be seven (7) classes of membership: (1) Voting, (2) Playing, (3) Junior, (4) Honorary, (5) Permanent, (6) Student and (7) Conditional - Playing.

SECTION 2. Voting Members of this club shall be limited to 30 persons 18 years of age or older and open to one member only of each household. Voting members shall be a member of at least one standing committee annually. Voting Members may participate in all activities of the Club with full privileges of the courts and, in conjunction with the Permanent Members, shall have sole voting powers at all meetings for management and operation of the Club. Voting members may invite guests, but in no case shall a guest of the member use a court unless accompanied by the member. In the event of a vacancy in the regular quota of Voting membership, the present Voting Members shall consider applicants from the Playing membership list, and base their nomination on meritorious service to the Club. The names of those selected will be presented to the Club by the Membership Committee for preliminary approval.

The names of these applicants who receive this preliminary approval shall be published in the newsletter by the Secretary, or the Secretary's designee, for subsequent voting by the Voting and Permanent Members at a regular or special meeting. A 2/3 majority is needed to elect. A candidate rejected will be reconsidered no sooner than twelve (12) months from the date of rejection.

A Voting Member who submits a formal request to resign from Voting status and return to Playing Member status will be granted this privilege.

Voting Members shall be required to attend at least five (5) monthly meetings per calendar year exclusive of the banquet. Should a Voting Member fail to attend the required 5 meetings, his/her status as a Voting Member shall be subject to annual review in January by the other Voting Members, with the following standards taken into consideration: (1) past service, (2) present service, (3) personal hardship.

Based upon the foregoing, the Membership Committee shall take action by recommending to the Voting and Permanent membership either to convert the Voting Member's status to Playing membership, or, to retain the Voting Member's status as Voting. The Voting and Permanent membership shall thereupon at the next regular meeting take final action on the matter.

SECTION 3. Playing Members of this Club shall be over 18 years of age and shall not be confused with Junior Members as outlined in Section 4 below. Playing members shall enjoy all Club privileges and are allowed to invite guests only if general approval has been given by a vote of the Voting and Permanent Members at a regular meeting of the Club. Past practice allows for guests to be invited, but each guest is limited to five (5) appearances at the Club per year. The Club reserves the right to place a limit on the number of Playing Members in any year, at any time of the year, and this shall be done by a proper motion. If the rolls have been closed, and in the event of a vacancy in the established quota of Playing Members, the Membership Committee shall recommend an applicant from the waiting list with consideration given to the chronology of application.

The names of those applicants who receive this preliminary approval shall be published in the newsletter by the Secretary or Secretary's designee for subsequent voting upon by the Voting and Permanent members of the Club at a regular or special meeting. The vote shall be a secret ballot cast by the Voting and Permanent Members present, a 2/3 majority is required for acceptance. No candidate so rejected will be reconsidered within a period of twelve (12) months from the date of rejection. There shall be no determination as to the number or percentage of non-resident members.

SECTION 4. Junior Members shall be boys or girls who shall be eligible until the end of the year in which they attain their 18th birthday. Junior Members shall have the same court privileges as other members, such as Open sessions and Club sanctioned tournaments. Children of Voting, Honorary, Permanent and Playing Members, who live at home with the Member, shall be granted the privileges of Junior Membership without charge and shall be subject to all rules governing Junior Members. Junior Members whose parents or guardians are not Voting, Honorary, Permanent or Playing Members, are granted the privilege to invite their parent/guardian as a guest an unlimited number of times during the season but only as a playing partner. These invited adult parents can only play with their children and do not enjoy other club privileges.

SECTION 5. Honorary Membership shall be limited to those persons the Club desires to honor for contributing outstanding service to the Club. The privileges of Honorary Members shall be limited to the use of courts and attendance at meetings but they shall have no vote. A member of the Club in good standing may submit the name of a former member for Honorary Membership to the Trustees who shall take action in accordance with Section 2 of this Article. There will be no initiation fees or dues for this class of membership.

SECTION 6. Permanent Membership shall be limited to persons who have been Voting Members for at least 35 years or have been Voting Members for at least 30 years, and are age 70 or older. Permanent Members shall have every right and privilege of Voting Members with no exceptions. They shall be elected in the same manner as Honorary Members. There shall be no initiation fees or dues for this class of membership.

SECTION 7. Student Membership shall be available to persons attending full-time undergraduate or graduate studies who are aged 19 – 26 at the time of their application. This membership will be valid for the full playing season. The application shall be processed and approved by a 2/3 vote of the Voting Membership which will report the approval at the next meeting. The Secretary will then send the applicant a copy of the By-Laws. The approved applicants name will be published in the newsletter. Student membership must be reapproved on an annual basis and they shall have the same playing privileges and obligations as Playing Members. There shall be no initiation fee or dues for these students

if their parent is a Playing, Conditional – Playing, Voting, or Permanent Member. Those students of non-member parents shall be charged initiation fees or dues.

SECTION 8. Conditional – Playing Members consist of all new members which by definition is a player that has not been a Club member for the last three (3) years. For those that joined and were approved for membership prior to July 31st, their conditional status will be evaluated at the first meeting of the following year, upon which a vote will take place by those Voting and Permanent Members in attendance, to determine the ongoing status of those Conditional- Playing Members. For those that joined and were approved after July 31st (usually at a reduced rate), their status will also be evaluated the following year, but at the July meeting. A simple majority will be needed to convey full Playing Membership. In the event that a member does not receive a majority of votes, they will be sent a letter by the Secretary and signed by the President, informing them that they are no longer members.

SECTION 9. All memberships except Junior and Student are shared by a spousal couple, whether married, civil union, common law or significant other as long as said couple maintains a common domicile in a romantic relationship. Full Club privileges are extended to both members as well as their children at home, in accordance with Section 4 above.

ARTICLE VI – MEETINGS

SECTION 1. Regular meetings of the Club shall be held on the second Thursday of each month at a time agreed to by the membership. Members shall be notified as to the date and place, either by newsletter or e-mail, by the Secretary or Secretary’s designee. In case it is deemed expedient, the President may change the date of the regular meeting, but written notice via e-mail or personal telephone call notifying of such change shall be sent to all Voting and Permanent Members not later than two (2) days prior to the date of such meeting.

SECTION 2. Quorum: Seven (7) Voting or Permanent Members shall constitute a quorum.

SECTION 3. Special Meetings: Special meetings of the Club may be called by the President, and all Voting and Permanent Members shall be notified via e-mail or telephone of such meeting, as to time, place and purpose, but not later than two (2) days prior to the date of the meeting.

ARTICLE VII – ELECTIONS

SECTION 1. The annual election of candidates nominated for office by the Availability Committee shall be held at the regular meeting in December, and all officers then elected by the Voting and Permanent Members in attendance shall assume office on January 1st. They shall hold office for one year with the exception of the Trustees, who shall be elected for a term of three (3) years.

SECTION 2. The election of Officers and Trustees shall be determined by ballot, the candidates receiving the majority of the number of votes cast shall be elected. If any position is uncontested, the Secretary or designee shall cast a single vote for those single candidates.

SECTION 3. Any vacancies occurring between the annual elections shall be filled by a special election for each office.

(Articles V - VII Approved by 2/3 vote at Meeting Held on September 11, 2014)

(Article V SECTION 8 was amended and approved by 2/3 vote on December 11, 2014)

ARTICLE VIII – INITIATION FEES AND DUES

SECTION 1. Annual dues are for the calendar year and are due on the date of the March meeting. Delinquency will not be tolerated and a late payment fee may be assessed. All Voting, Playing and other fee paying members in arrears on a subsequent date set by the Voting Members shall forfeit all privileges of the Club and be automatically dropped from the rolls.

Applicants for new membership (Conditional – Playing) shall pay their dues for the calendar year upon request of the Membership Committee prior to the vote on their application. However, court and Club privileges will be temporarily granted upon clearance of their payment. Their membership application must be advertised in the monthly newsletter before the Voting and Permanent Members action. A positive vote will continue their privileges. A refund of dues will be given upon rejection and denial of membership.

Dues for each class of membership shall be determined each year by the approved budget. Proper notification of such dues shall be made by the Membership Committee, President or Treasurer.

A member may be assessed a second membership fee if it is deemed by the Voting Members that said member has exceeded the established number of guest invitations. Said member may cease extending invitations, or have the guest(s) submit application(s) for membership as outlined in the Appendix – Guest Regulations - Section C below.

All new members, accepted after July 31st, will be assessed at ½ the current rate. Established members, that sustain a disabling injury before the playing season begins, may have their annual dues adjusted or refunded by a ballot of the Voting and Permanent Members. Each situation shall be examined on a case-by-case basis.

Voting Members may receive a reduction in dues, not to exceed 25%, upon annual approval by two thirds (2/3) of the Permanent and Voting Members present and voting.

SECTION 2. Any member, while on active duty in the Armed Forces of the United States of America, shall have their membership continued without payment of dues and retain all privileges of the Club.

ARTICLE IX – AMENDING CONSTITUTION AND BY-LAWS

SECTION 1. The Constitution and By-Laws of the Club shall be amended by ballot, a two thirds (2/3) majority of the ballots cast by all Voting and Permanent Members present and voting. No amendment may be voted upon unless an e-mail or other written notification has been given to all Voting and Permanent Members at least two (2) days prior to the vote thereon. Those without e-mail capability

shall be given a hard copy printout before the meeting for their review and input. The Trustees shall keep these By-Laws and Club Policies and Procedures up to date and reprint them when necessary. They should be available to all members and published on the Club website.

ARTICLE X – DONATIONS

SECTION 1. No funds of this organization may be paid out of the treasury in excess of one hundred (\$100) dollars unless notice of such contemplated action has been given by the Secretary via e-mail or written notification to all Voting and Permanent Members at least two (2) days in advance.

APPENDIX – Changes to the following rules and regulations can be made by simple majority vote of the Voting and Permanent Members voting and present at a meeting.

- GROUND RULES
- Length of Play: When courts are fully occupied and other members/guests are waiting, play is limited to one hour whether playing singles or doubles. Except during round-robin sessions, players should sign for one of the four courts indicated on the white signup board. In the event that a court is not signed for, the honor system will be utilized by those already playing to determine the sequence of court surrender. In fairness, all members using the courts should be cognizant of their starting times, and ready to answer all inquiries. Those members who were playing on the courts for over one hour should be ready to vacate upon arrival of recently appearing members/guests. After leaving a court, players wishing to participate again on the courts, may sign up on the board.
- A player may register for a court while awaiting the arrival of his/her partners providing the waiting player remains at the Club. In the event the waiting player(s) has not arrived when a court becomes available, the court must be relinquished to the next waiting registered players.
- Priorities of Play: Tennis league matches sponsored by the Club have priority over all other play, except that league play will not be scheduled to begin before 1:00 pm on Sundays and Holidays. Open Tennis sessions have priority over regular play provided that the times of the Open sessions are posted at the Club or on its website. All members should familiarize themselves with these days and times. Club tournament matches have priority over regular play and cannot be terminated due to time restrictions. It is encouraged that the club furnished red colored letter "T" be displayed on the net during a tournament match. Tournament matches have to accommodate both Open sessions and Club sanctioned clinics, and be scheduled around those activities.

(GROUND RULE A. was amended via majority vote on August 11, 2016)

- GUEST REGULATIONS
- Voting, Playing, Student, Honorary, Permanent and Conditional – Playing Members may invite guests, but in no case shall a guest of the member use the courts unless accompanied by the member.

- Guest privileges for Playing, Student, and Conditional - Playing Members are granted on a year to year basis by vote at a meeting early in the year, contingent upon the prior year's experience.
- The same guest shall not be permitted to play more than five (5) times in a year. Should the member wish to have that guest as a playing partner, the guest should be asked to become a new Conditional – Playing Member and go through the application process.

3. COURT MAINTENANCE

A. Any member of the Grounds Committee has authority to take over one or more courts for maintenance purposes and will so indicate by giving verbal notice or placing any sign or obstruction indicating such closure.

B. Courts are to be brushed and lines rolled after each group is finished playing. Full brushing, including the doubles alleys and the surrounding areas, is required by those upon completion of their session. It is required that the courts be brushed from back fence to back fence.

4. APPAREL

Keeping with our long and proud tradition as a private and distinct tennis club, proper and decent tennis attire must be worn on the courts at all times. This includes both collared and open-necked professional quality tennis shirts for men (not sleeveless or of "tee-shirt" material and other "street-wear"). Quality tennis shorts for summer, or pro style sweat suits and pants during the cooler weather, should be worn as well. Women may wear tennis dresses, quality shirts and shorts/skirts/skorts and also similar cold weather attire. In no case shall cut-offs, tank tops, swimwear and other non-tennis apparel be worn by either men or women. Tennis sneakers must be worn by all while on the courts.

5. TEACHING PROFESSIONALS

Only those teaching professionals approved by the Voting and Permanent Members may use the courts to teach members or give clinics to members. Parents of Junior Members are exempt from this restriction and are permitted to teach/practice with their children. All other junior lessons and junior tournaments are to be conducted by the approved professionals. Scheduled lessons and clinics will not conflict with priorities of play under paragraph 1D of the GROUND RULES above.

6. TOURNAMENT RULES

In accordance with Article IV, Section 5 above, the Tournament Committee shall establish the Club approved tournaments and accompanying rules at the beginning of the playing season. Specific tournament rules will be published on the Club website.

7. MEMBER SUSPENSION

A complaint regarding violation of our by-laws, other major transgressions or misconduct creating a hostile playing environment, against any member of the Club, must be made by Voting and or Permanent Members in writing to the sitting President. All complaints will be reviewed and, depending upon the discretion of the sitting President, and the Trustees, may be recommended for action to the Voting and Permanent Members. A simple majority vote of Members attending a regularly scheduled meeting shall be required for suspension of membership.

Termination of membership will be for the balance of the calendar year with no refund of dues. The member may, however, reapply for Conditional – Playing membership during the next calendar year.

8. CAPITAL FUND

The Club may establish a Capital Fund for specific projects. The Treasurer, at the direction of the Voting and Permanent Members, will transfer the budgeted funds from the General Account. The fund shall be reviewed by the Voting and Permanent Members at the January meeting prior to voting on the annual budget.

-END-

(The above, except Appendix #5 Teaching Professionals, were unanimously approved on October 9, 2014. Appendix #5 was unanimously approved on December 11, 2014).