

# Berkeley Tennis Club By-Laws

(As Adopted on November 11, 2010, Amended November 6, 2013)

## I. Overview

*The Berkeley Tennis Club is a member-owned, not-for-profit organization created under the laws of New Jersey to maintain a club devoted to tennis and other forms of recreation.*

## II. Administration

*A. The Club will be managed by a Board of Trustees consisting of:*

- 1. Five officers who are full members elected to two-year terms at the annual membership meeting outlined in Section IV: President; Vice-President; Treasurer; Secretary of the Board and Correspondence Secretary.*
- 2. Up to six members who will be appointed by the Board to two-year terms and shall include the Chair of the Membership Committee and the Chair of the Grounds Committee.*
- 3. Up to two Past Presidents who will be appointed by the Board to two-year terms.*
- 4. The Board may fill board vacancies, including vacancies in any of the offices specified in Section IIA1, at any time. Any appointment of an officer by the board shall be temporary until the next general membership meeting and an election to fill such vacancy shall be held at such general membership meeting.*

*B. Operating Committees*

*The President will appoint operating committees, as needed.*

*C. Nominating Committee*

*The President will appoint a nominating committee consisting of four members at the board meeting held between January 1 and March 31.*

*D. Membership Committee*

*The President also will appoint a membership committee to carry out duties described in Section III.*

*E. Board Meetings*

*The President must call at least three Board meetings, to be held as follows:*

- 1. Between January 1 and March 31*
- 2. Between May 1 and July 1*
- 3. At least two weeks prior to the annual membership meeting described in Section IV*

#### *F. Club Finances*

*The Treasurer is the Club's chief financial officer. The Treasurer and such other officer as shall be designated by resolution of the Board shall have the authority to sign Club checks. The Treasurer also is responsible for:*

1. Presenting a financial report at Board meetings and at the annual membership meeting
2. Preparing any other financial instruments necessary for the operation of the Club.

#### *G. Budget*

*The President must present a budget at the annual membership meeting.*

### III. Membership

#### *A. Full Members*

*Anyone age 21 or older who pays the full (highest) membership dues is eligible for full membership and is entitled to all Club privileges in accordance with the rules of the Club. Each full member is entitled to one vote at the annual membership meeting and other meetings described in Sections III, IV and V.*

#### *B. Children of Members*

*Any child under the age of 22 of a member will be included in his or her parent's membership. Children may require parental supervision, depending on their age and behavior.*

#### *C. Associate Members*

*Any person who pays less than the full (highest) membership dues is deemed to be an associate member. Associate members shall have the same club privileges as full members but may not vote at meetings.*

#### *D. Special Members*

1. The Board may offer an associate membership to persons under the age of 21, at its discretion.
2. The Board may offer an associate membership to persons who provide a special service to the Club, at its discretion.

#### *E. Application for Membership*

1. A person wishing to become a member must fill out an application.
2. The membership committee has the discretion whether to accept the applicant.
3. A membership continues from year to year, provided he or she pays dues on time, as

specified in paragraph *F* below.

*F. Dues*

1. Dues for the following year are set at the annual membership meeting.
2. The membership committee shall set the procedures for collecting dues.
3. A member who has not played by June 1 may defer his or her membership to the following year.
4. In cases of special hardship the membership committee may grant a leave of absence and may issue a partial refund.

## IV. Membership Meetings

*A. Annual Membership Meeting*

1. There will be at least one general membership meeting to be held annually during the first or second week of November.
2. The Board must notify members by mail or by e-mail at least two weeks before any general meeting, including By-Laws meetings specified in paragraphs *B* and *C* below or special meetings specified in Section V.

*B. B-Laws Meetings*

Any change in the By-Laws must be approved at a general membership meeting by a majority vote of those present.

*C. Meeting by Petition*

1. A petition signed by at least sixty percent of the full members may initiate a general membership meeting, provided that the petition lists a specific agenda.
2. The President must call a meeting initiated by petition as soon as practical but not to exceed thirty days.

## V. Dissolution and Liquidation

*A. Any decision to dissolve and liquidate the Club must occur at a special membership meeting, called in accordance with Section IV-A-2, above.*

1. A two-thirds vote of the full members present at the meeting is required to dissolve and liquidate the Club.
2. Full Members, as defined in III-A, above, are each entitled to one vote at Dissolution and Liquidation meetings.

### *B. Distribution of Assets*

*After payment of all debts, the Club has the following options:*

1. Retain funds in escrow for a future organization
2. Donate funds to a charity or charitable organization
3. Divide all funds evenly among those who have been Full Members for a minimum of three consecutive years immediately preceding the vote of dissolution.
4. Any combination of options B1, B2 and B3, above.

*C. The decision of the Full Members at the Special Meeting is final.*