

BY-LAWS

1 - MEMBERSHIP

The Buffalo Racquet Club is open to everyone upon completion of an initial application and annual payment. The number of members in any one year is determined by the board. Membership type (Family, Adult, Social) may be changed at a time of payment of dues.

Member categories consist of Family Members (couples living in the same household plus children age eighteen (18) and under as of May 1st of the current season year), Young Adult Family Members (same as Family Members but with both members of the couple under 30 years old), Adult Members (single adult or one parent plus children age eighteen (18) and under as of May 1st of the current season year), Young Adult Members (same as Adult Members but under age 30), Student Members (full-time student not exceeding age 25 as of May 1st of the current season year), Social Members, and Honorary Members. Neither children eligible to play at the club as part of their parents' memberships nor Student Members enjoy voting privileges.

A Social Membership is available for those who wish to retain their membership during a season, but are unable to play tennis because of personal reasons or injury. A Social Member is: required to pay a social membership fee and is restricted to clubhouse privileges and subject to the guest rules.

Honorary Memberships may be granted and renewed annually at the discretion of the Board. Eligibility for Honorary Membership will be based on contributions to the Club and the tennis community. The Board may vote to award Lifetime Honorary Memberships at its discretion.

2 - DUES

The initial and all annual membership dues and fees shall be those established by the Board at one of its regular meetings. However, anyone who has been a member of the Club as a Student Member for one (1) year, or an eighteen (18) and under Family Member for one (1) year, shall not be required to pay an application fee if they become an Adult Member in the year following.

Also, if an Honorary Membership has been awarded as a result of winning a tournament or because of a national ranking, and the winner wishes to become a club member the next year, the application fee will be waived.

If Injury/illness occurs after dues are paid but before the courts open for the season, the member may request that their fee be credited toward next year's membership, if they expect to miss the entire season. No refunds will be issued. If the member misses only that one season due to injury/illness, no \$50 application fee will be required for the next year. A social membership should be offered.

The Club shall offer the following discounted, mid-season membership rates for New Members only. Effective August 1 for all membership categories except for students, the discount shall be computed as follows: One-half of the full membership rate + \$50 application fee. Effective September 1 for all membership categories, payment in full for the membership will be good for the remainder of the current season as well as the next (plus any subsequent increases voted by the Board).

Statements for club dues shall be mailed or emailed no later than March 1st for the upcoming season. Dues must be paid in full by April 1st of each season. There may be a late charge if the bill is not paid by April 1st. If the bill is not paid by May 1st, the membership may be subject to cancellation. Any member wishing to be reinstated will have to pay a new application fee.

New members who have been introduced to the Club by an existing member may list that

member on their application form as their sponsor. Members who sponsor new members will receive a credit of \$50 per new member on the subsequent year's membership dues.

3 – BOARD OF DIRECTORS

The Board of Directors (Board) shall consist of the Officers and Directors of the Club. The Board may negotiate mortgage loans for the benefit of the Club in conjunction with its regular executive duties in operating the Club. The President shall have the authority to sign for said loans on behalf of this organization, on approval of a majority of those members of the Board present at the meeting designated for a vote on a proposed loan.

The Board will meet once a month from October through September. A quorum of seven (7) Board Members will be necessary for the Board to conduct its business. After a quorum is met, a simple majority will constitute approval of the Board for all actions, measures, resolutions, and votes unless specifically stated otherwise. The Board will be guided by Robert's Rules of Order.

As specified in the Constitution, the Board is elected by the voting members and consists of 12 members, plus the Treasurer (if appointed from outside the Board). In July the Nominating Committee solicits nominations from among the full membership. There are no maximum number of terms a member may serve, however a member may serve no more than two terms consecutively followed by a three year term break between service. If more candidates are willing to serve than there are openings on the Board, the Nominating Committee prepares and distributes to all voting members a ballot with short statements from each candidate about their interest in serving. The election must be arranged to allow at least two weeks for members to vote. If there are only as many willing nominees as there are open Board positions, no election will be held.

4 - OFFICERS

The **President** shall preside at all meetings, shall exercise general supervision over the affairs of the Club, and shall share with the Vice President in serving as member ex-officio on standing committees. The President shall not vote on any issue unless such vote is necessary to break a tie of the Board.

The **Vice President** shall assume the duties of President during the president's absence. The Vice President shall share with the president in serving as member ex officio on standing committees.

The **Secretary** is responsible for all Club correspondence, shall keep the minutes of all Club meetings, is custodian of all Club records, and prepares and distributes the Club newsletter(s).

The **Treasurer** shall secure reports from the Bookkeeper and interpret them for the Board at the monthly meetings. The treasurer shall also receive, review, and approve as a budgeted item all receipts and send them to the Bookkeeper for reimbursement. Additionally, the Treasurer shall prepare and present a comparison of the current year budget to the Board at each monthly meeting. Finally, the Treasurer shall provide an annual report to the membership at the year-end General Meeting. It is necessary that the Treasurer have the approval of the Board before disbursing any funds not specified in the annual budget. The Treasurer will work with an Accountant, who will audit the books and provide financial guidance and expertise to the Treasurer and the Board of Directors.

The term of the officers shall be one (1) year, October through September, with a yearly election to be held in October. Officers are elected by Board from among their number, except in the case of the Treasurer, who may be appointed by the Board from among the membership at large. The current President and Secretary will remain in office until the new officers are installed.

5 – STAFF

The **Bookkeeper** shall receive all Club funds and keep them in a bank approved by the Board. The Bookkeeper has the basic responsibilities of billing, recording membership dues, handling of bills payable and accounts receivable, and completing required financial reports.

The **Accountant** shall prepare the annual tax return.

The **Groundskeeper** is responsible for preparing the courts for play in advance of each season, general court maintenance to help ensure optimal playing and safe conditions, maintenance of on-court facilities (benches, nets, net posts), cutting of the grass, and disposal of trash.

The **Club Manager** is responsible for the overall management of the BRC facilities – clubhouse, courts, and grounds. Duties include ensuring that the Club's buildings, courts, equipment, and infrastructure are maintained, safe and in good working order. The Club Manager also facilitates the opening and closing of the Club each season, overseeing the work of volunteers from among the Club members.

The **Pro Staff** provides tennis lessons, leads instructional clinics, and oversees special playing events.

Upon approval of the Board, Staff Members may have their annual dues waived in an amount equal to an Adult membership.

6 - COMMITTEES

The standing committees shall be: Membership, Social, Courts, Grounds, Clubhouse, Leagues, Communication, and Nomination. The Board may create ad-hoc committees when needed. Committee members are appointed by the President in consultation with the Board.

7 - AMENDMENT

Any amendment to these By-Laws may be proposed at any regular meeting of the Board and adopted by a majority of the Board, at the next regularly scheduled meeting.

8 - NON-LIABILITY OF THE CLUB TO MEMBERS

In consideration of the payment by any member of dues to the Club and acceptance thereof by the Club by its duly authorized officer, each member shall be bound by these By-Laws. Further, each member:

- acknowledges and understands the inherently dangerous nature of the activities of the Club that may lead to property damage, serious injury, or fatal injury;
- accepts full responsibility for risks, property damage, illness, injury, or death;
- releases the Club, including its Board, Officers, and Agents, from any and all liability, causes of action, suits for property damage, bodily injury, death, and all other claims arising out of participation in the Club or use of Club facilities; and
- Releases the Club from claims for harm caused by other participants, including: members or their guests.

9 - GUESTS

Guests of members and social members are welcome and may play up to five (5) days during the season, including socials. It is the member's responsibility to make sure a guest has played no more than **the** five (5) days allowed. A \$15.00 penalty fee will be imposed on any member who violates this rule. The member who invites the guest for the 6th time will be imposed the fee.

Repeated violations may result in suspension from the Club.

A member must be on the court with his/her guest(s).

Before playing, **all guests and social members must be registered in the Guest Book** and signed in on the chalkboard with the letter "G" in parentheses after their names.

All information in the Guest Book must be **PRINTED LEGIBLY**.

Guest fee is \$10.00 per guest per visit and is due and payable at the time of play. There will be no billing and it is the member's responsibility to make sure the guest fee is promptly paid.

10 - TEACHING

Teaching, Junior Development, and Clinic hours, along with the number of courts required for each, will be established by the Board, after consultation with the Pro Staff.

Only members of the Pro Staff may teach on the courts.

Student memberships are to be available to any interested student at the rate established.

11 - GENERAL

The playing season shall be from May 1st to October 15th, weather permitting and barring any acts of governmental authorities, including changes in laws and regulations. All personal belongings must be removed from the clubhouse by October 15th so that the clubhouse may be secured for the winter.

Curfew time will be arranged by the Head Groundskeeper and the Board. Last players are responsible for turning off the floodlights, padlocking the courts, and locking the clubhouse. The cooperation of each member is expected in keeping the clubhouse, courts and grounds neat and attractive. Also, members are expected to see that the doors and windows are secured when the clubhouse is empty and close the clubhouse when the courts are not playable.

Members must use the parking lot, but if it is filled and street parking is necessary, do not block driveways and avoid illegal parking on Twyla Rd.

Proper attire is required on the courts and Club premises. Non-tennis shoes are prohibited on the courts.

Any action by a member, detrimental to the best interests of the Club, will subject the offending member to disciplinary action by the Board, including possible loss of membership. Complaints and/or suggestions concerning disciplinary action must be made in writing and delivered to the Board.

Playing and tournament rules will be established by the Board of Directors and published annually in the Directory.

*The By-Laws of the Buffalo Racquet Club, Inc
as Approved on July 8, 1991, and amended by the Board of Directors
February 8, 1999, April 12, 1999, May 14, 2014 September 9, 2017, October 2019, July 2020
and February 10, 2021*

CLUB RULES

PLAYING

COURT HOURS:

8:30am—11:00 pm

All lights must be off by 11:00 pm sharp.

Prime time hours:

8:30am—Noon & 4:00 pm-9:00 pm weekdays

Before noon on weekends and holidays.

- Proper attire required; **Non-tennis shoes** are prohibited on the courts.
- Players sign up for courts on the chalkboard prior to play, show names and starting time or forfeit court. Students add (S), guests add (G) after their names. Starting time may not be changed once players are on their court.
- A player's name may appear only in one place on chalkboard at a time.
- Playing time is limited to one (1) hour of singles and one and one half (1½) hours of doubles while others are waiting. No player may immediately resume playing either singles or doubles while others are waiting.
- Waiting players must take first available court and not bump players just because allotted time is up.
- Players, whether playing or practicing, may not use more than three (3) tennis balls unless adjacent courts are unoccupied.
- Scheduled House Leagues are given court priority up to four courts.
- No glass containers are permitted on the courts.
- **Last/only players must turn off flood lights, padlock courts, and lock the clubhouse when finished.**

PARKING

Please use the parking lot. If parking on the streets, do not block driveways and observe the NO PARKING signs on Twyla Road near the corner.

GUESTS

- Guests of members and social members are welcome and may play up to five (5) days during the season, including socials, regardless of sponsor. It is the member's responsibility to make sure a guest has played no more than **the** five (5) days allowed. A \$15.00 penalty fee will be imposed on any member who violates this rule. The member who invites the guest for the 6th time will be imposed the fee. Repeated violations may result in suspension from the Club.
- A member must be on the court with his/her guests.
- Before playing, **all guests and social members must be registered in the Guest Book** and signed in on the chalkboard with the letter "G" in parentheses after their names.
- All information in the Guest Book must be PRINTED LEGIBLY.
- Guest fee is \$10.00 per guest per visit and is due and payable at the time of play.

STUDENTS AND ADULTS

Adult Member - Single Adult or Young Adult.

Student Member - Full time student not exceeding age 25 as of May 1st or those 18 and under before May 1st in Family/Adult memberships.

- Student and adult members have equal privileges weekdays between noon and 4:00 pm and after 9:00 pm (non-prime time court hours). Both have the same rights during equal times to sign up and play the allotted time (1 hr. singles, 1 1/2 hours doubles) and to continue play on the same court after the allotted time is up when another court is available.
- Student members may sign up for a court (and show “S” after their name) during prime time; they may, however, be bumped by an adult member.
- All adult members who bring student members in should ensure that students follow all club rules. Student member violations may be reported to a Board Member if the problem is not resolved.

CLUB OPENING AND CLOSING

The official opening date is May 1st. The official closing date is October 15th. Both dates are weather-dependent.

CLUB HOUSE

Please keep the clubhouse area clean. Use garbage cans for trash. Keep the kitchen tidy, place ice scoop on top of the ice machine, rinse out your water pitchers, and keep the locker rooms neat.

COURT WATERING

Courts will be closed for watering daily between 1:00 pm–2:30 pm.

BALL MACHINE

The Club ball machine is located on, and can only be used on, court #4. The ball machine is available only when court #4 is not in use. The ball machine is not to be used after 8:00 pm.

SUGGESTIONS AND COMPLAINTS

The suggestion box is located on the porch at the clubhouse. All suggestions and complaints will be considered by the Board.

QUESTIONABLE OR INCLEMENT WEATHER

The Groundskeeper determines the playability of the courts, and all members must abide by his decision.

CALL THE ANSWERING SERVICE AT THE CLUBHOUSE AT 551-0396 or check the Twitter feed AFTER 7:30 AM for a current report on the condition of the courts. If board shows courts out of play, do not enter.

PRIVATE PARTIES

The Buffalo Racquet Club (BRC) is available to its members for private parties with the following guidelines and parameters:

- All parties are at the discretion of the BRC Board of Directors.
- Party host(s) must be members in good standing at the time of the request and function.
- Reservations are limited to Friday, Saturday and Sundays beginning at 5 PM. Out of consideration to our neighbors, the party must end promptly by 11:00 PM.

- Requests for private parties should be submitted to the Director of Socials, who will determine whether the party can be held. The requesting member will be notified when their party request has been approved/disapproved. Upon approval, the BRC calendar will reflect the party date and time.
- Sponsoring member(s) must be present at the event.
- A party must not at any time exceed a maximum of 40 people.
- The party will have access to a maximum of three (3) tennis courts during the duration of the party. Courts 1, 2 & 3 are available for the private party. The member reserving the private party must indicate how many courts they intend to use during the event.
- But for the maximum of three tennis courts used by private party attendees, the general membership will not be displaced from normal use of the BRC. The clubhouse, lockers, kitchen, parking lot, etc. will be shared between the party attendees and the members who are not party guests.
- The party host will abide by the general rules and courtesies expected by its members: - court grooming, kitchen cleanup, trash in garbage cans, keeping locker rooms neat, lights off, locking up, etc.
- If alcohol is to be served, at least one of the hosts registering for the party must be 21 or older.
- Hosts assume personal and legal responsibility for the conduct and the behavior of their guests. Hosts can be held responsible for serving persons who are not of legal drinking age and/or for property damage.