

# By-Laws

## **ARTICLE ONE                      BOARD MEETINGS**

1. Regular meetings of the Board of Governors shall be held at the call of the President, Vice President, or Secretary, at his discretion, and shall be called by the President or Vice president at the request of four governors. All meetings of the Board shall be held at the Clubhouse, unless otherwise specified in the notice of said meeting. Notice of each regular meeting shall be sent by the Secretary at least three weeks before the day of such meeting. Notice of the Annual Board meeting shall be included with the call for the Annual Meeting of Regular Members.
2. A nominating committee shall be formed on or before the first of September of each year consisting of the Vice President as Chairperson and three additional Club members selected by him. Any members interested in filling vacancies on the Board shall so notify the Nominating Committee Chairperson. The Nominating Committee Chairperson shall present at the Annual Meeting a proposed slate of candidates to fill vacancies.

## **ARTICLE TWO                      STANDING COMMITTEES**

1. The standing committees shall comprise a Maintenance Committee, Men's and Ladies Golf Committees, a Greens Committee, a House Committee, a Membership Committee, a Platform Tennis Committee, a Pool Committee, and a Tennis Committee. The Chairman of said committees shall be appointed by the President following the Annual Meeting of Regular Members, and shall serve until the following Annual Meeting, or until successors are appointed. The Chairman of each Committee shall appoint at least three Regular members to his committee. All Committees shall be subject to the direction and control of the Board of Governors, and the President shall be a member of all committees.
2. No committee shall expend Club funds or incur obligations on behalf of the Club without due authority of the Board of Governors or the President. If an unbudgeted expenditure is expected to exceed \$2,000, or a contract to exceed one year is expected to be signed, approval of the Board of Governors is required.
3. No Board member or Officer shall, without prior Board approval, negotiate, enter into or sign a written staff employment contract or an amendment to an existing employment contract with any administrative Club employee or any independent contractor to be hired by the Club, including, but not limited to, the golf professional, tennis professional, pool professional, greens superintendent, house manager, or chef. This by-law shall not prohibit the hiring of temporary employees by department heads or administrative staff.
4. Chairmen of all committees shall keep a detailed record of the activities of their committees, and shall submit a report of the same, in writing, at the Annual Meeting of the Regular Members.

## **ARTICLE THREE                      DUTIES OF THE MEMBERSHIP COMMITTEE**

1. The Membership Committee shall maintain lists and files of applications, approved applicants awaiting vacancies, and House members awaiting Regular membership. The Secretary and Treasurer shall be ex-officio members of this Committee.
2. The Membership Committee shall investigate and make recommendations to the Board of Governors based on the following:

- a. Date of satisfaction of residency, application, and posting requirements,
  - b. Length of time applicant is known by sponsors,
  - c. Personal references, including previous Club affiliations, community activities, credit, and comments from members resulting from posting.
3. The Membership Committee shall fulfill memberships which have been approved by the Board of Governors.

#### **ARTICLE FOUR                      DUTIES OF THE HOUSE COMMITTEE**

1. The House Committee shall have general charge and supervision of the entire clubhouse, including dining room, showers and locker rooms, and the employees' quarters. All recommendations as to alterations, repairs or replacements it deems necessary to Club property under its supervision shall be made to the President or the Board of Governors. The Committee shall supervise such alterations, repairs or replacements.
2. The Committee shall review all applications for private use of Club property by members or non-members, and shall determine appropriate fees.
3. The Committee shall recommend to the Board the adoption of such House rules or modifications thereof as the Committee shall deem necessary, and shall see to their enforcement when adopted.
4. The Committee shall determine charges to members for Club activities under its authority.
5. The Committee shall have general charge and supervision of all House employees, including the right to hire and dismiss them except that the employment or dismissal of the Club Manager shall be subject to Board approval.
6. The Committee shall not expend funds, nor incur obligations on behalf of the Club without due authority of the Board of Governors or the President.
7. The Committee Chairman shall certify the correctness of all bills for supplies, services, equipment, and wages of employees contracted by said Committee before the Treasurer shall authorize payment.
8. Under the House Committee shall be a Social Events Committee which shall arrange for and plan special events.

#### **ARTICLE FIVE                      DUTIES OF THE MAINTENANCE COMMITTEE**

1. The Maintenance Committee shall make periodic inspections of all buildings on the Club property, and shall be responsible for reporting to the Board of Governors, at each of its regular meetings, upon the condition of such buildings, together with its recommendations as to any action that should, in the Committee's opinion, be taken with respect to their maintenance, alteration, repair, or replacement.
2. The Committee shall also discharge such duties as may from time to time be assigned to it by the Board of Governors or by the President in connection with the maintenance of such buildings.
3. The Committee shall be responsible for all snow removal.



6. The Committee shall not expend funds, nor incur obligations on behalf of the Club without due authority of the Board of Governors or the President.
7. The Committee Chairman shall certify the correctness of all bills for supplies, services, equipment, and wages of employees contracted by said Committee before the Treasurer shall authorize payment.

## **ARTICLE EIGHT**

### **DUTIES OF THE TENNIS COMMITTEE**

1. The Tennis Committee shall have general charge and supervision of the tennis courts and all tennis activities of the Club. The Committee shall purchase all supplies necessary for care and maintenance of the courts.

2. The Committee shall have general charge and supervision of all tennis employees, including the right to hire and dismiss them except that the employment or dismissal of the Tennis Professional shall be subject to review by the Board of Governors.
3. The Committee shall arrange and have charge of all tennis tournaments and events, and shall determine entry fees, and shall procure prizes.
4. The Committee shall recommend to the Board for adoption, such rules pertaining to use of the courts as it shall deem necessary, and shall see to their enforcement.
5. The Committee shall not expend funds, nor incur obligations on behalf of the Club without due authority of the Board of Governors or the President.
6. The Committee Chairman shall certify the correctness of all bills for supplies, services, equipment, and wages of employees contracted by said Committee before the Treasurer shall authorize payment.

## **ARTICLE NINE**

### **DUTIES OF THE SWIMMING POOL COMMITTEE**

1. The swimming Pool Committee shall have general charge and supervision of the entire swimming pool area, including both the main pool, the wading pool, the bathhouse facilities, and the property having to do with swimming activities.
2. The Committee shall have general charge and supervision of all swimming pool employees, including the right to hire and dismiss them except that the employment or dismissal of the Pool Director shall be subject to review by the Board of Governors.
3. The Committee shall purchase all supplies and equipment needed in maintaining the pool area.
4. The Committee shall plan and supervise all swimming meets and events, and arrange for prizes.
5. The Committee shall recommend to the Board for adoption, such rules pertaining to use of the pool and related facilities as it shall deem necessary, and shall see to their enforcement.
6. The Committee shall not expend funds, nor incur obligations on behalf of the Club without due authority of the Board of Governors or the President.
7. The Committee Chairman shall certify the correctness of all bills for supplies, services, equipment, and wages of employees contracted by said Committee before the Treasurer shall authorize payment.

## **ARTICLE TEN**

### **DUTIES OF THE PLATFORM TENNIS COMMITTEE**

1. The Platform Tennis Committee shall have general charge and supervision of the Platform Tennis courts and all Platform Tennis activities of the Club.
2. The Committee may engage employees for work on the Platform Tennis courts and shall have direction over such employees.
3. The Committee shall purchase all supplies necessary for care and maintenance of the courts.
4. The Committee shall recommend to the Board for adoption, such rules pertaining to use of the courts as it shall deem necessary, and shall see to their enforcement.
5. The Committee shall not expend funds, nor incur obligations on behalf of the Club without due authority of the Board of Governors or the President.
6. The Committee Chairman shall certify the correctness of all bills for supplies, services, equipment, and wages of employees contracted by said Committee before the Treasurer shall authorize payment.

## **ARTICLE ELEVEN**

### **ADMISSION OF MEMBERS**

1. Each candidate for membership shall have a principal sponsor submit a completed membership application, signed by the principal sponsor and two other sponsors, all of whom must be Regular members who are not involved in other sponsorships. These three sponsors shall send letters to the Chairman of the Membership Committee stating the length of time they have known the applicant and his or her family, and their reasons for proposing the applicant.
2. A sponsor may propose for membership only one name on the waiting list at a time, and may not sponsor any additional name until that person has become a member.
3. The Chairman shall verify the eligibility of the sponsors and note in the records the date of receipt of such letters and application forms.
4. Candidates must reside within a ten-mile radius of the Club for two years prior to having an application for membership submitted.
5. Candidates shall be known personally by at least five members of the Board of Governors, which will consider each application. Introductory meetings for the purpose of introducing prospective members to Board members shall be held quarterly at the clubhouse.
6. Each application shall be voted on after names have been posted for thirty days.
7. If no vacancies exist, an applicant accepted for membership will be placed on the waiting list of approved applicants.
8. The Committee shall notify the Treasurer, Accountant, Club Manager, and all Standing Committees when an approved applicant moves into a membership vacancy, and shall mail to the approved applicant notice that membership has become available.
9. The Committee shall promptly mail to each new member a notice of his or her election, a copy of these by-laws, an invoice for such initiation fees and dues as are then payable, and a description of whatever payment options are available as provided by these by-laws, or at the Board's discretion.

10. When a new member joins after June 30, or changes from House Membership to Regular Membership, after June 30, applicable annual dues and assessments shall be prorated to the number of the months (rounded up) remaining in the year.
11. Former members may apply for readmission in writing to the Board of Governors, without completing a Membership Proposal form, and without obtaining sponsors. Provided that the member resigned from the Club in good standing, the Board of Governors, at its discretion, may vote to readmit the former member to the class of membership formerly held. Such returning member shall be readmitted to membership immediately, irrespective of the limit on the number of members in that membership class. Such returning member's re-initiation fee shall be the sum of all dues, assessments, and minimums which the former member avoided by his or her absence, and capped by the amount of the new member initiation fee then applicable for that membership class. The accrual period for such re-initiation fee shall be from the date of resignation to the date of re-application for membership.
12. Applicants who previously enjoyed Club privileges as the child of a member (except those admitted under the special procedure described under Article Fourteen, Paragraph Two, hereto) will be treated as all other new applicants except that they shall be placed ahead of other approved applicants awaiting House membership, and upon becoming House members, they will be placed ahead of all other House members awaiting Regular membership. Such applicants are also exempt from the standard residency requirement.
13. A new membership becomes effective only upon the payment of the initiation fee and dues. If such payment is not received within thirty days after the mailing thereof, his or her election will be void.

## **ARTICLE TWELVE                      TYPES OF MEMBERSHIP**

1. There shall be only one class of full membership, to be known as a Regular membership. A Regular membership shall confer full Club privileges upon the heads (both spouses), of a household, and upon all unmarried dependent members of a household who are under twenty-five years of age, subject only to the limitations placed upon children's privileges by these by-laws.
2. There shall be only one class of House membership. This shall confer clubhouse privileges only, including the privilege of inviting guests. A House member is entitled to be present, but not to vote, at any meeting of the Regular members.
3. All applicants for Regular membership must accept House membership while awaiting an opening for Regular membership.
4. A vote of the Board of Governors is required for a member to change from House member to Regular member, unless the member is on the waiting list for Regular membership.
5. Members who are at least eighty-five years of age (either spouse may qualify a couple) and have at least twenty-five years of membership (either spouse may qualify a couple) may, at their sole discretion, opt for Senior Membership. Senior Membership shall be defined as having the same privileges as House Membership, but with half the annual dues, monthly maintenance, and quarterly minimums of House Membership.
6. The Board of Governors may elect Honorary members whom it wishes to honor, for such terms as it may prescribe.

**ARTICLE THIRTEEN            LIMITATIONS ON MEMBERSHIP**

1. The number of Regular memberships shall be 200.
2. The number of House memberships shall be sixty.

**ARTICLE FOURTEEN            PRIVILEGES OF MEMBERS' CHILDREN**

1. Children of members shall be allowed such privileges as specified for their class of membership, subject to the following restrictions:
  - a. They shall use pool, tennis courts, golf course, or other Club facilities subject strictly to prior rights of adult members;
  - b. They shall register all guests;
  - c. They shall not be extended credit, through signing of charge slips or otherwise, except with the written approval of a parent or guardian.
2. The single child of a current member shall be allowed to continue in his parents' class of membership until the January 1 immediately following his or her twenty-fifth birthday, or until he or she becomes married, whichever occurs first. The child will then be granted a period of twelve months in which to apply for his or her own membership without the requirements of recommendations and without paying initiation fees. The application shall take precedence over all others, and, if approved by the Board of Governors, he or she shall be granted the same class of membership as his or her parents.

## **ARTICLE FIFTEEN**

### **SEPARATION OF MEMBERSHIP UNIT**

1. In the event that either adult of a membership unit for any reason ceases to reside in the household of the membership unit, then the two adults shall so notify the Board in writing within thirty days, notifying the Board whether none, one, or both of the members shall elect to retain membership.
2. Each shall be responsible for the payment of the current annual dues and assessments for a membership unit, prorated for the number of days remaining in the calendar year from the date of the election.
3. In the absence of such election or notification, the Board of Governors shall determine the person who shall retain said unit and shall notify both adults in writing of its decision.
4. The membership privileges of the person not so designated, either by written election, or by determination of the Board, may terminate effective on the date of the election or Board determination.
5. Should two membership units result, and the limit on the number of members be full, then the quota shall temporarily be increased by one.

## **ARTICLE SIXTEEN**

### **DUES, FEES, AND INDEBTEDNESS**

1. Fees, dues, and minimum charges may be prescribed or revised by a majority vote of the Board of Governors at any regular or special meeting at which a quorum is present, and for which the notice has been given to the Board.
2. The minimum charge requirement will be calculated for each quarter and be billed on a calendar quarterly basis.
3. A member, upon changing his membership to a class requiring a higher initiation fee and dues, shall pay the difference between the lower and the higher initiation fee, based on the schedule of fees in effect at the time of the change. If the change occurs after August 31, the difference in dues shall be one half the annual difference.
4. All charges shall be due and payable thirty days after the billing date. If such charges exceed \$50, and are not paid in full within sixty days of the billing date, the name of the member indebted, together with the amount of this indebtedness, shall be posted on the Club bulletin board and he shall be refused further credit and all privileges of the Club until such indebtedness shall be paid in full.
5. Any member so posted on three or more occasions during any calendar year will be subject to expulsion from the Club in accordance with Article Ten of the Constitution.

## **ARTICLE SEVENTEEN      HOUSE MEMBERSHIP**

1. House members and their children may use each sport facility (golf, tennis, pool, and platform tennis) once each calendar month, without being introduced by a Regular member, with the payment of a daily use fee, equivalent to the guest fees for that facility.
2. When House members, and their children use the sport facilities as the guest of Regular Members, they are governed by the general rules on guests (Article Eighteen, below) and in particular they may be a guest only once in any calendar month.
3. When House Members take private lessons at the sports facilities, that lesson shall not be deemed a "use of the sports facilities" for the purpose of Article Seventeen, Paragraph 1, above. House Member private lessons are therefore not limited to once per month, and shall not require a guest fee. Private lessons shall not confer the right to use the sports facilities before or after the lesson.

## **ARTICLE EIGHTEEN      MEMBERS' GUESTS**

1. The use of the sport facilities for guests registered by a Regular member on a guest fee basis is as follows:
  - a. Guests may use each sport facility once only each calendar month.
  - b. Houseguests of Regular members may use the sports facilities during their stay for a maximum of three weeks per year.
2. Member-guest tournaments and company outings shall not be counted for the purposes of the above policy.

## **ARTICLE NINETEEN      RESIGNATIONS**

1. Any member desiring to resign from the Club must notify the President or Secretary in writing prior to December 31. Resignations received after the 31<sup>st</sup> of December will not become effective until the 31<sup>st</sup> of December of the following year, and the member will be obligated to pay annual dues for the year in which notice was received.

## **ARTICLE TWENTY      ALCOHOLIC BEVERAGES**

1. The Club shall refuse service of alcoholic beverages to minors and persons who are or appear to be intoxicated.
2. The privilege to serve alcoholic beverages at the Club exists by reason of the Club's liquor license from the State of Connecticut. Maintenance of this privilege is dependent on the Club's observance of the rules and regulations applicable to licensees. Included among these is the obligation to refuse service of alcoholic beverages to minors and persons who are or appear to be intoxicated. Enforcement of Club rules designed to assure compliance with these rules and regulations is therefore essential to the preservation of this privilege.

3. It is also the Club's obligation to the membership in general to assure, insofar as possible, that no harm comes to anyone as a result of any failure by the Club to control the service of alcoholic beverages on its premises, and that the membership use and enjoyment of the Club's facilities not be impaired by conduct often associated with excessive consumption of alcoholic beverages.
4. Procedures for refusing or terminating service to minors or persons who are or appear to be intoxicated have been established and communicated to the staff serving food and beverages. Staff personnel are expected to implement the policy courteously but firmly. In doing so, they will have the full support of the Board of Governors and Management of the Club. Staff personnel responsible for the implementation of this policy are state certified.
5. Every member who is present in these circumstances should support the staff personnel's implementation of the Club's policy and, where desirable and not unduly inconvenient to the member, offer to provide alternative means of transportation. In particular, officers and members of the Board of Governors should provide such support and, if requested, provide guidance and assistance to the staff personnel implementing the policy. Under no circumstances should a member seek to change the determination made by the staff personnel implementing the Club's policy or otherwise attempt to obstruct such implementation.
6. While it is the Board of Governors' intention to implement the policy through supportive measures, sanctions, including suspension or termination of Club privileges, may be invoked in the case of flagrant or repeated violations of the policy or in the event of abusive conduct toward staff personnel attempting to implement the Club's policy.

## **ARTICLE TWENTY-ONE    AMENDMENTS**

1. These by-laws may be altered, added to, amended, or repealed by the Board of Governors at any meeting of the Board, upon an affirmative vote of a majority of the entire Board, as provided in Article Four; Paragraph 3 of the Club's Constitution