

## RULES RELATING TO MEMBERSHIP

### I. CLASSIFICATION OF MEMBERSHIP

The Fox Chapel Racquet Club shall have five classes of Membership: Active, Associate, Junior, Non-Resident and Honorary. Except as specifically provided below, the Board of Governors shall elect all members in such manner and with such requirements as the Rules may provide. Any change in membership class, except Associate Member Class I and II to Active Membership, must be requested in writing, reviewed by the Admissions Committee and approved by the Board of Governors.

**1.1 Active:** Active Membership is the basic class of membership and shall consist of all those families and individuals who do not fall into one of the other classes of Membership referred to in Part I. Advanced Active Membership is a subdivision of the Active Membership class. To qualify for Advanced Active Membership, one must be an Active member for at least five years and be 67 years of age or older. An Active member may also qualify if their deceased spouse were eligible for Advanced Active membership, had the spouse lived.

**1.2 Associate:**

**Class I:** Associate Class I Membership is open to those married couples and unmarried persons who are the children of an Active Member. The oldest person in a couple or the unmarried person shall be between the ages of 25 and 36. Candidates for this class of membership must go through the full membership application process. Progression from Associate Membership Class I to Active Membership is automatic at age 37.

**Class II:** Associate Class II Membership is open to those married couples and unmarried persons who are not children of an Active member. The oldest person in a couple or the unmarried person shall be between the ages of 22 and 36. Candidates for this class of membership must go through the full membership application process. Progression from Associate Membership Class II to Active Membership is automatic at age 37.

**1.3 Junior:** The Junior Membership class shall consist of members' children age 24 and younger.

**1.4 Non-Resident:** Non-Resident Membership is open to members of any class who no longer retain an active residence within 75 miles of the Club. Requests for Non-Resident Membership must be submitted in writing to the Club Manager. A Non-Resident member must request reinstatement to the appropriate membership class upon reestablishing a residence within 75 miles of the Club. The Board of Governors must give approval for the change.

**1.5 Honorary:** Honorary Membership may be granted at the pleasure of the

Board of Governors.

**1.6 Granting and Changing Membership Class:** The Board of Governors grants Membership. Progression from one class to another is as stated above.

**1.7 Membership Limitation:** The total number of Active, Advanced Active and Associate Membership, shall not exceed 315, except as deemed necessary by the Board of Governors.

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## **II. APPLICATION FOR MEMBERSHIP**

**2.1** A member wishing to propose a candidate for membership first requests the membership application from the office or website. A candidate shall be considered for membership when proposed by an Active member and endorsed by four Active members (i.e. a seconder and three endorsers). The proposer and seconder must have been members of the Club for at least one year. The proposer is instructed to direct the new membership application process by personally contacting all endorsers.

**2.2** After returning the application, letters of endorsement from the proposer, the seconder, and the three endorsers to the office,, the proposer meets with the Admissions Committee and outlines the background of the applicant; reviews the applicant's association with the proposer, seconder and three endorsers; reviews the applicant's association with other Club members, and demonstrates understanding of the membership application process and timing sequences.

**2.3** The Admissions Committee then decides to approve or decline the continuation of the membership application process. If approved the name of the candidate is published and circulated to the general membership for comment.

**2.4** The Admissions Committee shall not recommend membership to the Board until the candidate has attended an admissions committee event and has been encouraged to attend various club events as the guest of the proposer with the intention of being introduced to several Board of Governors members.

**2.5** After the previous steps are accomplished, the candidate is recommended to the Board of Governors for consideration of membership.

**2.7** A membership is offered when the membership application is accepted by a majority of the Board of Governors. Letters of Acceptance including financial and membership information are then sent.

**2.8** Whenever controversial issues arise, regarding a membership application,

a subcommittee will be appointed by the Admissions Committee Chair to investigate issues regarding the membership application. The subcommittee will report its findings to the Admissions Committee for consideration before further action and/or balloting.

**2.9** The Board of Governors may accept or reject membership requests or refuse to act upon them at their discretion without being required to show cause.

**2.10** An Admissions Committee member may not be a proposer or endorser, however, the member's spouse may. If an Admissions Committee spouse acts as a proposer

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or endorser, that Committee member may not vote upon the candidate's membership application.

**2.11** A Board of Governors member may not be a proposer or endorser, however, the member's spouse may. If a Board of Governors spouse acts as a proposer or endorser, that Board of Governors member may not vote on the candidate's membership application.

**2.12** If a candidate's membership application is suspended at any time during the admissions process, that candidate must wait 18 months to reapply. If reapplication is initiated; a new proposer must guide the application process. The original proposer may be an endorser for such reapplication but cannot function as a proposer.

### **III. CHANGE IN SPOUSAL STATUS**

**3.1 Marriage of Active Member:** In the event of the marriage of a member, the new spouse shall automatically be considered a member. No initiation fee will be imposed if the member paid a full initiation fee at the time of joining the Club. If the member paid 75% of a full initiation fee at the time of joining the Club, an additional 25% of the initiation fee in effect at the time of the marriage will be charged.

**3.2 Divorce:** The Board recognizes that members may become divorced or legally separated and that membership in the Club is a marital asset that will be awarded by Court Order to only one spouse. In cases where both spouses wish to retain their membership privileges in the Club, the Board will

acquiesce to the wishes of the party awarded the membership. If the spouse/member wishes to have the non-member retain membership in the Club, a letter to that effect must be submitted to the Board. The letter must clearly advocate the continued membership of his/her former spouse. The letter must be received by the Board within 60 days of the date of the couple's Settlement Agreement awarding Club membership. The Board may invite the member to the next Board Meeting and allow that member an opportunity to advocate membership for the former spouse. A confidential vote on the matter will be held. If the Board approves the extension of membership to the former spouse, he/she will be accepted as a member. No initiation fee will be assessed, but the standard monthly dues will apply. If the Board does not approve the extension of membership to the former spouse, he/she may not reapply for membership to the Admissions Committee or under any other mechanism. Until a proper Court Order is received naming the spouse who has been awarded the membership, the Club's monthly statement of membership dues and charges will be mailed to the address listed in the official Club record.

### **3.3 Unmarried Couples:**

As a non married couple paying one initiation fee and monthly dues, the club requires a decision to be made, upon joining, of who will continue to hold the club membership in the event that the relationship ends. That will be the only individual allowed to utilize the club and is expected to continue paying the full dues. In cases where both parties wish to retain their membership privileges in the Club, the Board will acquiesce to the wishes of the party awarded the membership. If the member wishes to have the non-member retain membership in the Club, a letter to that effect must be submitted to the Board. The letter must clearly advocate the continued membership of his/her former partner. The letter must be received by the Board within 60 days. The Board may invite the member to the next Board Meeting and allow that member an opportunity to advocate membership for the former partner. A confidential vote on the matter will be held. If the Board approves the extension of membership to the former partner, he/she will be accepted as a member. No initiation fee will be assessed, but the standard monthly dues will apply. If the Board does not approve the extension of membership to the former partner, he/she may not reapply for membership to the Admissions Committee or under any other mechanism. Until notification the Club's monthly statement of membership dues and charges will be mailed to the address listed in the official Club record.

## **IV. TRANSFERABILITY OF MEMBERSHIP**

In no event shall the membership of any member of the Club be transferable or Assignable to any other person or persons for or by reason of any cause provided.

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## **V. TERMINATION OF MEMBERSHIP**

The Board of Governors may at any time in its sole discretion, terminate the membership of any member when, in its judgment, the member or any member of his or her family has willfully violated any of the published rules, regulations or policies of the Club.

## **VI. REINSTATEMENT OF MEMBERSHIP**

Any member who resigned in good standing may reinstate his or her membership with the payment of one-half the current initiation fee, or dues retroactive to the time of resignation, whichever is less, with the approval of the Board of Governors.

## **VII. INITIATION FEES AND DUES**

**The Board of Governors shall, from time to time, review the Active Membership “full” initiation fee and dues resetting them to reflect the club’s financial condition and needs. Changes shall be noted in the Board’s meeting minutes and made known to the membership. The following tabulation gives the relationships between the initiation fees and dues of the various classes of membership.**

### **7.1 Initiation Fees:**

Active Membership (Married) Full Active  
Membership (Single) 75% of Full Active  
Membership (Legacy) 75% of Full Active  
Membership (Clergy) 75% of Full Associate  
Class I Membership (Legacy 25-36) None  
Class II Membership 75% of Full  
Junior Membership None

The initiation fee is due when the member is accepted. However, at the request of the member, it may be paid in four monthly installments. In case of employment transfer within two years of joining, 50% of the initiation fee will be refunded. There is no other provision for refunding the initiation fee.

## **7.2 Dues:**

Active Membership Full  
Active Membership (Legacy) Full  
Active Advanced Membership 80% of Full  
Active Membership (Clergy) 80% of Full  
Associate Class I Membership 50% of Full  
Associate Class II Membership 75% of Full Junior  
Membership None

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## **VII. PAYMENTS**

**8.1 Billing:** Monthly statements are dated the last day of the month. They include dues for the coming month and member charges for the month just ended. Statements are mailed between the 3<sup>rd</sup> and 5<sup>th</sup> day of the month.

**8.2 Payments:** Payment is due upon receipt of the monthly statement and is considered past due 30 days after the billing date.

**8.3 Arrears:** A member's account will be considered to be in arrears if not paid within 30 days of billing. The bill submitted at the 60-day time will advise the member that the member's account is in arrears, and that if not paid by the end of this billing period the member's privileges will be suspended according to the provisions of the By-Laws.

**8.4 Suspension and Termination:** As called for in Article II, Section 4 of the By-Laws, should a member's account have a charge outstanding after 90 days of billing the Treasurer shall advise the member by letter that Club privileges are suspended, and that unless the outstanding bill is paid within 60 days, the membership, shall upon notification, cease. The member shall be made aware that dues will accrue during that 60 day period. Should the bill remain unpaid after that 60 days, the Treasurer shall advise the member by letter that the membership has ceased.

**8.5 Leave of Absence:** At the time the bill advising the member that the Member's bill is in arrears, the manager shall advise the member that the condition of leave of absence is available if the member is unable to pay the bill but wishes that status. The manager shall quote Article II, Section 8 of the By-Laws in the letter. The manager shall also advise the member that in order to be granted a leave of absence, the member must submit a written application for such status, and if possible, should state how the member proposed to satisfy the unpaid account balance. The reply, if any, should be referred to the Finance Committee, which will recommend action to the Board of Governors as required under Article II, Section 8 of the By-Laws. Dues will not accrue during a leave of absence.

**8.6 Recovery of Unpaid Member Debts:** If a membership ceases or is resigned with an outstanding balance, the Treasurer should report the fact to the Board of Directors as soon as possible. At that time the Treasurer should advise the Board of the possible actions that can be taken to satisfy the debt. The Board will then instruct the Treasurer what course should be followed.

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