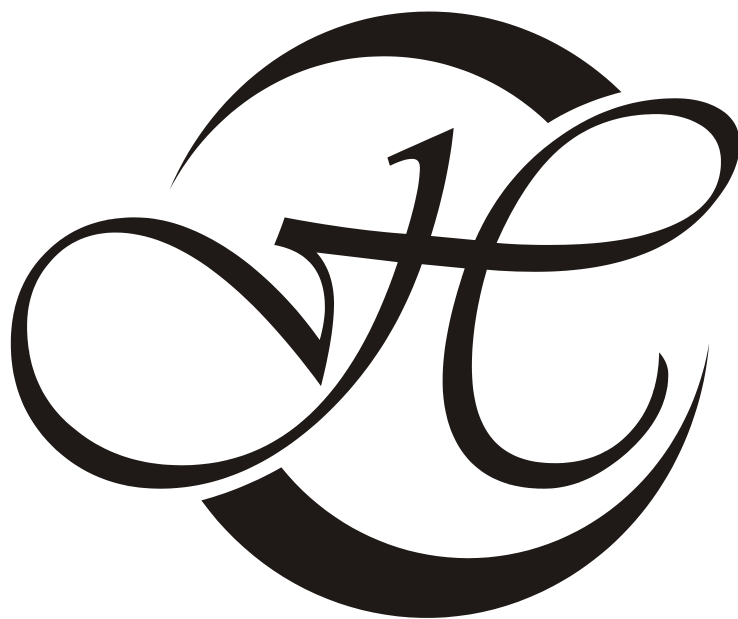


Hillcrest Country Club

Bylaws



BYLAWS OF HILLCREST COUNTRY CLUB

ARTICLE I.

Meetings of Members

Section 1. *The annual meeting of the Members shall be held on the third Wednesday in November of each year unless the Board of Directors shall in any year determine a different date. The Board shall name the place of the meeting and exact time of day for convening.*

Section 2. *At the first annual meeting, the Regular Members shall elect ten Directors from among those Members placed in nomination as hereinafter provided, four of whom shall serve for a period of three years, three for a period of two years, and three for a period of one year and until their successors are elected and qualified. Thereafter, the Directors shall be elected for terms of three years, staggered as aforesaid, and until their successors are elected and qualified. No Director shall serve more than two consecutive terms. Those voting members who cannot attend the annual meeting may cast ballots for the election of Directors in advance of the annual meeting under procedures as established by the Board of Directors. Such voting shall not be considered proxy voting as set forth in these bylaws.*

Section 3. *The Directors elected at any such annual meeting shall assume their duties on the first day following the November Annual Meeting on the same year in which they are elected.*

Section 4. *A special meeting of the Members may be called at any time by the President or Board, and must be called by the President at any time such request is made in writing by at least one hundred voting members. Notices of any special meeting shall be mailed to all of the voting members at least three days prior to the date of the meeting.*

Section 5. *A notice of a special meeting need not state the purpose of the meeting or the nature of the business to be transacted unless the purpose is to amend the articles of incorporation or dissolve the Corporation.*

Section 6. *Only voting members in good standing, as herein after defined, shall be permitted to vote at any meeting.*

Section 7. *At any meeting of the Members, fifty voting members constitutes a quorum. A vote of a majority of those voting members present at any meeting, a quorum being present, shall be considered as the action of the meeting except as may be otherwise provided.*

Section 8. *Voting by proxy shall not be permitted.*

Section 9. *For purposes of these bylaws the term "voting member" shall mean Regular Member, Senior Regular Member, Non-Resident Regular Member, Social members or designated Corporate Members entitled to vote; provided, however, each voting Social Member shall be entitled to 1 vote and each voting Regular Member, Senior Regular Members, Non-Resident Regular Members or designated Corporate Members shall be entitled to 10 votes in all matters to be voted on by our members. Additionally, only Regular Members, Senior Regular Members, Non-Resident Regular Members or designated Corporate Members shall be entitled to vote to approve borrowings by the Club in excess of \$250,000.*

ARTICLE II.

Directors

Section 1. *Except as specifically provided otherwise in Section 10 of this Article, the affairs of this Corporation shall be conducted by a Board of Directors chosen as provided in these bylaws.*

Section 2. *The Board of Directors shall appoint a nominating committee of at least four voting members of the Club not more than half of whom shall be members of the Board of Directors, and such nominating committee shall at least ten weeks prior to the annual meeting for the election of Directors nominate at least one voting member of the Club as a candidate for each Director to be elected. The list so nominated shall be posted immediately in the clubhouse.*

Section 3. *Any nominations, in addition to those made by the nominating committee, may be made provided in writing and signed by at least fifty voting members in good standing, as hereinafter defined. Such additional nomination or nominations shall be placed in the hands of the secretary at least six weeks before the annual meeting for election of Directors and shall be posted with the other nominations.*

Section 4. *The Directors shall meet at such time or times as may be fixed by the President. The President shall call a meeting of the Board at any time upon request of at least three members of the Board. The President shall give the Directors such notice, oral or written, as the President may deem proper.*

Section 5. *It shall be the duty of the President to call a meeting of the Directors during the first week following the November Annual Meeting of each year for the purpose of electing the Officers provided for in these bylaws.*

Section 6. *A notice of a Directors' meeting need not state the purpose of the meeting except for the purpose of amending the bylaws. When a bylaws amendment is to be considered notice of such shall be given to the Board of Directors at least thirty days in advance of said meeting and shall include a description of the proposed amendment. A Directors' meeting may be held at any place designated by the President.*

Section 7. *Any vacancy occurring in the Board, or in any of the Offices, including death, resignation, or physical or mental incapacity, may be filled from the voting members by an appointee of the Board of Directors for the balance of the unexpired term.*

Section 8. *At all meetings of the Directors, six Directors shall constitute a quorum. The action of a majority of those present at any meeting of the Board, a quorum being present, shall be considered as the action of the Board except as may be otherwise provided.*

Section 9. *The Immediate Past President, if still a voting member of the Club and not still a voting member of the Board of Directors, shall serve as an ex-officio, non-voting member of the Board of Directors.*

Section 10. *The Corporation shall indemnify each member of the Board of Directors and Officer of the Corporation against any expenses reasonably incurred by the member or Officer in connection with or arising out of any action, suit, or proceeding in which the member or Officer may be involved by reason of said person being or having been a member of the Board of Directors or an Officer, whether or not said membership or officership has continued at the time of incurring such expenses. Provided, this shall not be construed to authorize the Corporation to protect any such member of the Board of Directors or any Officer against any liability to which said person would otherwise be subject by reason of willful misfeasance, bad faith, gross negligence, or reckless disregard of the duties involved in the conduct of said duties or Offices.*

The Corporation may insure against the indemnification provided for in this section by action of the Board of Directors.

Section 11. *The Board of Directors shall have the power to establish, from time to time, the amount of fees and charges for goods and services provided by the Club.*

ARTICLE III.

Officers

Section 1. *The Officers of the Club, chosen from among the Directors, shall consist of a President, Vice President, Secretary, and Treasurer who shall serve for the term of one year and until their successors are elected and qualified. No two Offices may be held by the same person except the Offices of Secretary and Treasurer.*

Section 2. *The President shall be the chief executive officer of the Club; shall preside at all meetings of the Club and of the Board; and shall perform all such duties as by law pertain to the Office. In the President's absence or inability to act, the Vice President shall perform the duties.*

Section 3. *The Secretary shall keep a record of the minutes of the meetings of the Club and of the Board; shall conduct the general correspondence of the Club; shall have custody of the records, except such records as are to be kept by the Treasurer; and shall perform the duties as by law pertain to the Office.*

Section 4. *The Treasurer shall, under the direction of the Board of Directors, cause regular accounts to be kept; shall have custody of the financial disbursing records of the Club; shall perform the duties as by law pertain to the Office; and shall give a fidelity bond, at the expense of the Club, if requested by the Board, in such an amount, form and with such surety as may be approved by the Board. It is specifically provided that the Board need not require such bond unless, in its absolute discretion, it shall see fit to require a bond to be given.*

Section 5. *Contracts, authorized by the Board of Directors shall be signed by the President and may, but need not, be attested by the Secretary. Provided, however, that the Board may specifically by the Secretary. Provided, however, that the Board may specifically authorize any other Officer of Director to execute any such contract.*

ARTICLE IV.

Committees.

Section 1. *The President, with the consent of the Board, shall appoint such committees and subcommittees, in addition to the standing committees, as the President deems proper. All such committees shall be merely advisory and shall be subject to the direction and control of the Board.*

Section 2. *The members of any such committee shall be selected from the Membership, and need not be voting members. Any members of such committees may be removed, or vacancies filled, at any time by the President.*

Section 3. *Appendix "A" identifies standing committees and the powers and responsibilities of each.*

ARTICLE V.

Designation of Voting Member.

Section 1. *Only the designated members from the Regular, Senior Regular, Social Member and Non-Resident Regular membership classes and the person holding the membership position designated by a corporation, partnership or sole proprietorship as a Corporate Member shall be voting members.*

Section 2. *The voting member, other than the designated Corporate Member, will be determined in the following manner:*

- a) Married Regular Members existing on the adoption date of this bylaw provision shall have sixty days from the date of adoption in which to designate, in writing, to the Club President either themselves or their spouse as the voting member. In the absence of a written designation in the manner prescribed, the Regular Member who signed the original Membership application shall be considered the voting member.*
- b) Single Regular Members existing on the adoption date of this bylaw provision will be deemed the voting member.*
- c) At the time an original or renewal application for Membership is made by a single individual in any of the classes, except the Corporate Membership, noted in Section 1 of this Article, or upon a single Junior Member qualifying as a Regular Member, that person shall be deemed the voting member.*
- d) At the time an original or renewal application for Membership, in any of the three classes, except the Corporate Membership, noted in Section 1 of this Article, is made by a married person, or upon a married Junior Member qualifying as a Regular Member, the applicant, or Junior Member making such application shall designate which spouse shall be the voting member.*
- e) Within ninety days after marriage by a previously single voting member, in any of the three classes, except the Corporate Membership, noted in Section 1 of this Article, the voting member shall designate, in writing, to the Club President either themselves or their spouse as the voting member. If such designation is not received in the manner prescribed within the said period of time, the previously single voting member will be considered to remain as the voting member.*
- f) A Regular Membership transferred to a Senior Regular Membership shall retain the same voting member as was previously designated when a Regular Member.*

Section 3. *Except for a Corporate Member, a change in the designation of a family's voting member may only be made, after the original designation, under the following procedures.*

- a) Upon death of a voting member, voting privileges will automatically pass to the surviving spouse, if there be one.*
- b) In the case of mental incapacity, a written request from either spouse shall be made for mental incapacity of the voting member. Mental incapacity of the voting member shall exist only when adjudged by a court or tribunal of competent jurisdiction.*
- c) The designation of a voting member may be changed by making a written request for said change to the Club President. Such requests will only be accepted from and including December 1 through and including December 31 of any year. The request must be received by the Club President during this period. Such request for change shall be signed by the current voting member. The effective date of the change shall be February 1 of the ensuing year. The voting member as of the date of request for change shall continue as the voting member through January 31 of the ensuing year.*

Section 4. *There shall be no transfer of the voting member designation to the spouse of the designated person in a Corporate Membership allowed under these bylaws.*

ARTICLE VI.

Membership.

Section 1. *The Membership of the Club shall consist of the following classes: Regular, Senior Regular, Social, Junior, Novice, Non-Resident Regular, Honorary, and Corporate. Consideration for Membership will be without regard to race, sex, religious preference or national origin.*

Section 2. *Any application for Membership must be approved by action of the Board. No Membership shall be transferable.*

Section 3. *Each Member shall pay the initiation fee, if required, the monthly dues, and all assessments, plus all taxes incident thereto, as shall be determined by the Board of Directors applicable to the class of Membership. Where a Membership includes both husband and wife, each will be jointly and severally liable for all fees and charges attributable to that Membership regardless of which spouse exercises the right to vote.*

Section 4. *The Board of Directors shall have the power to establish classes of Memberships, by amendment of these Bylaws, and to fix the dues and conditions relating to the same. The classes of membership are:*

- a) **Regular Membership.** *Any person over the age of majority who has completed payment of the initiation fee may become a Regular Member. The spouse of said Member shall likewise be considered a Regular Member during the term of the Membership. Both shall have all the rights, privileges and responsibilities of the Membership except the only the designated voting member shall be eligible to vote and serve on the Board of Directors. The unmarried children of Regular Members who have not reached their 22nd birthday, and unmarried children dependent upon their Member parent(s) for their principal support and who have not reached their 24th birthday may, on the written request of such Regular Members, be admitted to the same privileges and subject to the same restrictions as Regular Members without the payment of an additional membership fee. A divorced or widowed child is not an unmarried child as the words are used in this Section. The divorced spouse of a voting member in this class of Membership may continue as a Regular Member and have all the rights, privileges and responsibilities of a Regular Member until their death or remarriage, provided all fees, charges and assessments are kept current in accordance with these bylaws. However, persons in this status shall not be eligible to vote or serve on the Board of Directors.*
- b) **Senior Regular Membership.** *Senior Memberships are available to those voting Regular Members who have attained the age of 65 and who has been a Regular Member for a minimum of 25 years. The spouse of said Member shall likewise be considered a Senior Member during the term of said Membership. All the rights, privileges and responsibilities of a Regular Member shall be available to both except that only the designated voting member shall be eligible to vote and serve on the Board of Directors. Any eligible Member desiring this class of membership must submit a written request to the Club President. Proof of age may be required.*
- c) **Social Membership (Family, Swimming and Tennis).** *Social Members and their spouses have the same rights, privileges and responsibilities to the Club facilities as a Regular Member, except for the use of the golfing facilities. A Social Member may transfer to Regular Membership, providing a vacancy exists, and will have priority over a new applicant for Regular Membership by payment of a sum equal to the difference between the Social initiation fee paid and the Regular Membership initiation fee in effect at the time the transfer is made. All requests to transfer are subject to the approval of the Board of Directors. At the time of any application, i.e. original, renewal or transfer, for Membership as a Social Member by married persons, a designation of a primary Member shall be made by said applicant. In the case of divorce, the divorced spouse of the primary Member may continue the same class of Membership with all rights, privileges and responsibilities of a Social Member until death or remarriage, provided all fees, charges and assessments are kept*

current in accordance with these bylaws. Married Social Members existing on the adoption date of this bylaw provision shall have sixty days from the date of adoption in which to designate, in writing, to the Club President either themselves or their spouse as the primary Member. In the absence of written designation in the manner prescribed, the Social Member who signed the original Membership application shall be considered the primary Member.

- d) **Junior Membership.** Junior Members and their Spouse shall have all rights, privileges, and responsibilities of a Regular Member, including voting rights and being eligible to serve on the Board of Directors. Junior Memberships shall be open to anyone over the age of majority who has not yet reached their 35th birthday. During the month that the first Junior Member or Spouse turn 35 years of age, the Junior Membership shall automatically convert to a Regular Membership and said Member shall have all the rights, privileges and responsibilities of a Regular Member without payment of additional initiation fees. The initiation fee and dues for any Junior Member may be set from time to time by the Board of Directors as it deems appropriate.
- e) **Junior Social Membership (Family, Swimming and Tennis).** Junior Social Members and their spouses have the same rights, privileges and responsibilities to the Club facilities as a Social Member, except for the use of the golfing facilities. Junior Social Memberships shall be open to anyone over the age of majority who has not yet reached their 35th birthday. During the month that the first Junior Member or Spouse turn 35 years of age, the Junior Social Membership shall automatically convert to a Regular Social Membership and said Member shall have all the rights, privileges and responsibilities of a Regular Social Member without payment of additional initiation fees. The initiation fee and dues for any Junior Social Member may be set from time to time by the Board of Directors as it deems appropriate.
- f) **Novice Membership.** Unmarried children of Regular Members who have reached their 22nd birthday or 24th birthday as described in Section 4(a) of this Article, but who are under 26 years of age, are eligible for Novice Membership. They shall pay no initiation fee. Dues for Novice Membership shall be the same as for a Social Membership and will have the same rights, privileges and responsibilities of a Regular Membership. Upon reaching 26 years of age, their Novice Membership will cease. Any Novice Member who becomes 26 years of age and who wishes to become a Social Member may do so by paying the Social Membership initiation fee.
- g) **Honorary Membership.** Honorary Members have the same rights, privileges and responsibilities of the Club facilities as a Regular Member, but shall not be eligible to vote or to serve on the Board of Directors. Honorary Members may only be selected by the Board of Directors and then only by an affirmative vote of seven members of the Board. Honorary Members should provide, to the Club, some benefit, either direct or intangible. The Board may terminate an Honorary Membership at any time it is so determined by majority vote of the Board of Directors. The spouse of the Honorary Member shall have all the rights, privileges and responsibilities as the Honorary Member for the term of the spouse's Membership or until divorce, whichever occurs first.
- h) **Business Group Membership.** A corporation, partnership, sole proprietorship, LLC, PLC, association or other for profit or not for profit entity that is able to show evidence of its legal standing if requested shall be eligible to purchase a Business Group Membership provided that it is willing and able to contract to be financially responsible for all individual member dues and assessments for all "resigning" members until June 30 after the actual date of member resignation unless the membership is filled by new designee. The Business Group shall pay a single one-time initiation fee as determined by the Board of Directors. This initiation fee shall entitle the Business Group to designate an unlimited number of owners, partners or employees to become members without additional initiation fees by paying only the appropriate monthly dues and assessment designated for the desired class of membership. Eligible membership classes shall include all classes authorized in the then current bylaws. There shall be no minimum or maximum number of members. Designated members under the umbrella of the Business Group Membership will have all rights, privileges and obligations as all other Club members in the same membership class as will the spouse of said member. However, the spouse of the member shall not be eligible to vote or serve on the Board of Directors. All prospective members including those who join under the Business Group Membership umbrella must be approved by the Board of Directors. Additionally, each entity who shall purchase a Business

Group Membership shall specify in writing a staff member of its organization who shall be responsible for all communication regarding membership additions, subtractions and other issues. Each Business Group will be provided an unlimited number of Business Dining Cards which when issued to eligible staff members of the entity holding a Group Business Membership according to guidelines approved by the Board of Directors shall entitle holder to use Club dining facilities without being members. The Board of Directors retains the right to limit use of Business Dining Cards for certain Club food service events or specified times. Any current limitations shall be available by calling the Club Manager. All persons who hold and use a Business Dining Card shall abide by all Club rules at all times including but not limited to dress codes and codes of conduct.

This new Business Group Membership Class replaces the former Corporate Membership Class, however, all members who previously joined the Club as a part of, and are in compliance with, all terms and conditions of the former Corporate Membership plan or the new Business Group Membership plan will be deemed to be members under the New Business Group Class as of January 1, 2008 with all rights and privileges as outlined above.

- i) **Non-Resident Members.** *Non-Resident members are those members whose primary residence is more than thirty five (35) miles from the club and do not reside in Lancaster County more than thirty (30) days during any one (1) calendar year. Non-Resident members may not transfer their Non-Resident membership to any other membership status without first paying the difference in fees between their original membership fee and the current membership fee of the membership class to which they are transferring. If the transfer is done within the first year of membership must also pay the difference in monthly dues.*
- ii) **Legacy Members** will be frozen for life (for member and spouse) at 2008 levels. Going forward this membership level will be automatically extended to members that reach age 70, and have been members for 20 years (or that made significant service contributions to the club). Board membership, verified member recruitment and financial contributions will all be considered as service to the club.

Section 5. *A person holding a Membership in a category no longer available shall be entitled to all the rights and privileges that existed for such class of Membership prior to its elimination.*

Section 6. Leaves of Absence. *Requests for leaves of absence will be handled by the Board of Directors in accordance with the guidelines set forth in Section 7(a) of this Article.*

Section 7. Membership Renewals and Transfer.

- a) **Regular and Social Members.** *If either a Regular Member or a Social Member resigns in good standing, the Membership would be eligible for renewal at any time after the date of the resignation of the Membership, upon the submission of an application by the previous voting Member or primary Member, respectively, or their widow or widower, which is acted upon favorably by the Board of Directors and the payment of an initiation fee which shall be equal to 20% of the then current initiation fee if renewal occurs within the second year after the date of the resignation; 40% of the then current initiation fee if renewal occurs within the third year after the date of resignation; 60% of the then current initiation fee if renewal occurs within the fourth year after the date of resignation; 80% of the then current initiation fee if renewal occurs within the fifth year after the date of resignation; and 100% of the then current initiation fee if renewal occurs at any time thereafter. If the Membership is to be reinstated before the end of the first year, all back dues would need to be paid.*
- b) *A Regular Member who has transferred to a Social Membership can be reinstated as a Regular Member at any time as a Social Member for 20-40-60-80% of current initiation fee as outlined in Section 7(a) of this Article less credit for the Regular initiation fee originally paid. If the Membership is to be reinstated before the end of the first year, all back dues would need to be paid.*
- c) *All membership resignations must be in writing and a 30 day notice is required.*

ARTICLE VII.

Guest of Members

Section 1. *The entire matter of inviting guests and the amount of fees to be paid by Members for guests who participate in activities of the Club shall be left to such policies as may be adopted by the Board.*

ARTICLE VIII.

Suspension, Termination, and Resignation.

Section 1. *All Member accounts will be considered delinquent on the 25th day of the month in which the statement is mailed. Accounts that are delinquent will be subject to a finance charge, as established by the Board of Directors, beginning on the first day of the following month. A reminder letter will be sent to any Member who has been delinquent fifteen days or more. If the delinquent balance is not paid in full within fifteen days a certified letter will be sent to the Member giving the Member ten days to pay the entire delinquent balance or the Membership will be automatically suspended. The Club reserves the right to post, on Club grounds, the name of those Members who have a Club account that is more than fifteen days delinquent.*

Section 2. *Resignation, suspension, or termination of any Membership shall not relieve the Member from the payment of dues, taxes, charges, or assessments due at the time of such resignation, suspension, or termination.*

Section 3. *The Board of Directors may suspend or terminate any Membership, with or without cause, or all or any part of a Member's rights, privileges or benefits of said Membership, in the use of the premises or grounds, upon an affirmative vote for suspension or termination of at least six members of the Board present at a meeting of the Board. Before all or part of the member's rights, privileges, or benefits in the use of the premises or grounds shall be denied the Member by the Board the Member shall be given seven days notice in writing by registered mail that the matter of the Membership suspension or termination in whole or in part, will be heard at the ensuing Board meeting and the Member shall be given the right to appear.*

ARTICLE IX.

Amendments.

Section 1. *These bylaws may be amended at any meeting of the Board of Directors by an affirmative vote of at least seven members of the Board as long as notice has been given as set forth in Article 11, Section 6.*

ARTICLE X.

Rules of Procedure.

Section 1. *Robert's Rules of Order, latest edition, shall be recognized as the parliamentary authority governing all meetings when not in conflict with these bylaws.*

APPENDIX A

STANDING COMMITTEES AND RESPONSIBILITIES

Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer. If, in the opinion of the President, when circumstances so warrant, the President may appoint ex-officio members to the Committee for the purpose of acting in an advisory capacity and attending meetings of the Committee, as needed. The Committee shall also make compensation recommendations to the Board.

Recommendations for policy changes or expenditures, in addition to those which are included in the approved budget, must be presented to the Board of Directors and approved prior to the change or the expenditures unless the Committee has been authorized, in advance, by the Board of Directors to take such action.

Finance Committee

The Treasurer acts as Chair of the Finance Committee; reports on the Club's financial statements at monthly Board meetings; presents the annual budget to the Board; acts as signatory for the Club's checks and other matters when necessary; and assists the General Manager with the analysis of contracts, bids and other financial matters when required.

The purpose of this Committee is to review the Club's proposed budget for the upcoming fiscal year, as prepared by the General Manager; and analyze contracts, bids and other financial matters when necessary.

Recommendations for policy changes or expenditures, in addition to those which are included in the approved budget, must be presented to the Board of Directors and approved prior to the change or the expenditure.

Golf Committee

The purpose of this Committee is to assist the General Manager and the Golf Professional with regard to the Golf Program of the Club. The Chair of the Committee also serves as the Handicap Chairperson for the Club.

The Committee assists the Golf Professional in assessing the golf events and preparing the annual golf schedule; in assessing the needs of the Program including policies, equipment, activities, and the hiring of staff; in the pricing of optional services and the annual golf cart contract; and, at times, will assist in the administration of golf events.

The Committee assists the General Manager and the Golf Professional in preparation of the proposed budget for this area.

Recommendations for policy changes or expenditures, in addition to those, which are included in the approved budget, must be presented to the Board of Directors and approved prior to the change or the expenditure.

Grounds and Greens Committee

The purpose of this Committee is to act as a liaison between the Board of Directors and the Golf Course Superintendent and staff. This Committee should also insure a proper line of communication between the Membership and the Superintendent. The Committee should assist, in consultation with the General Manager and, when necessary, in the overall policy and decision-making process in order to properly care for, and maintain, the golf course and general grounds of the Club.

It is the Committee's responsibility to report to the Board on a regular basis concerning problems that may arise; equipment and financial needs; and future planning. The Committee shall meet, on a regular basis,

with the Superintendent to assist, in any way deemed necessary, in the development of policies and procedures to insure proper care and maintenance of the golf course and grounds. The Committee shall also assist the General Manager and Superintendent, as much as possible, in the yearly budgetary process. The Committee may, from time to time, make recommendations to the Board and the Superintendent concerning the golf course maintenance and playability. The Committee, either as a whole or in part, shall meet annually with the U.S.G.A. Turf Grass and Golf Course Advisor.

The Committee will supervise the seasonal schedule regarding the application of fertilizer and other chemicals; the general maintenance of the golf course and general grounds of the Club; and the general maintenance of equipment, benches, yardage signs and markers, and other items in use on Club grounds which are under the supervision and responsibility of the Golf Course Superintendent. The Committee shall also cause the schedule for such applications and maintenance to be reduced to writing and updated, as required, when changes in the schedule are deemed necessary.

Recommendations for policy changes or expenditures, in addition to those which are included in the approved budget, must be presented to the Board of Directors and approved prior to the change or the expenditure.

House Committee

The purpose of this Committee is to assist the General Manager with regard to the activities and properties listed herewith: Hillcrest Highlights; office equipment and procedures; kitchen; dining room and patio; party rooms and ballroom; men's and women's locker rooms; and the clubhouse interior and exterior.

The Committee assists in assessing the needs of these particular areas including policies, advertising rates, equipment, activities, and the hiring of staff.

The Committee assists the General Manager in preparation of the proposed budgets of these areas.

Recommendations for policy changes or expenditures, in addition to those which are included in the approved budget, must be presented to the Board of Directors and approved prior to the change or the expenditure.

Insurance Committee

The purpose of this Committee is to assist the General Manager with regard to insurance considerations. The Committee will review all property/liability insurance considerations with regard to limits and type of coverage; review employee insurance benefits; set up and review procedures for selecting and/or changing agents for both property/liability and employee insurance benefits; set up and review guidelines for insurance bidding process; make safety recommendations the Board and/or other Committees as Insurance Committee deems necessary; and meet as necessary to complete duties as described above.

Recommendations for policy changes or expenditures, in addition to those which are included in the approved budget, must be presented to the Board of Directors and approved prior to the change or the expenditure.

Membership Committee

The purpose of this Committee shall be to review applications for membership; to review Membership classifications; to make recommendations to the Board of Directors for Membership; and to make Membership fee recommendations to the Board of Directors.

Any applications received, dealing with Membership, shall be referred to the Membership Committee which shall review the applications to assure that the requirements for Membership are met. If the requirements have been so met, the application shall be presented to the Board of Directors.

Recommendations for policy changes or expenditures, in addition to those which are included in the approved budget, must be presented to the Board of Directors and approved prior to the change or the expenditure.

Social Committee

The purpose of this Committee is to assist the General and Club Manager with regard to the social activities of the Club. Such activities include social functions open to all Members of the Club.

The Committee also assists in the establishment of the social calendar for the year and in the evaluation and adjustment, as needed, of the social program.

The Committee assists the General and Club Manager in preparation of the proposed budget for this area.

Recommendations for policy changes or expenditures, in addition to those which are included in the approved budget, must be presented to the Board of Directors and approved prior to the change or the expenditure.

Swimming Committee

The purpose of this Committee is to assist the General, Club and the Swimming Pool Manager with regard to the swimming program of the Club.

The Committee assists in assessing the needs of the Program, including policies, equipment, activities and the hiring of staff.

The Committee assists the General, Club and the Swimming Pool Manager in preparation of the proposed budget for this area.

Recommendations for policy changes or expenditures, in addition to those which are included on the approved budget, must be presented to the Board of Directors and approved prior to the change or the expenditure.

Tennis Committee

The purpose of this Committee is to assist the General, Club Manager and the Tennis Professional with regard to the tennis program of the Club.

The Committee assists in assessing the needs of the Program including policies, equipment, activities, and the hiring of staff.

The Committee assists the General, Club Manager and the Tennis Professional in preparation of the proposed budget for this area.

Recommendations for policy changes or expenditures, in addition to those which are included in the approved budget, must be presented to the Board of Directors and approved prior to the change or the expenditure.

NOTES