



La Grande Country Club ~ 1928

POLICY MANUAL

Amended and Restated: April 2026

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LA GRANDE COUNTRY CLUB

A member-owned private golf course.

MISSION STATEMENT

Provide an exceptional experience by combining our beautiful location with excellent facilities, programs, and services for the enjoyment of our members.

VISION STATEMENT

To continue the tradition as the first choice for those seeking the best golf and social experience in our area.

CORE VALUES

- To respect fellow members and staff.
- To be a family-friendly and welcoming membership.
- To have outstanding facilities, amenities, and services.
- To keep a balance between quality and value.
- To be fiscally responsible.
- To promote the game of golf for all ages.

ARTICLE I: BOARD OF DIRECTORS

Section 1: GOVERNED BY: The Board is governed by Articles III, IV, and V of the Bylaws.

Section 2: INDIVIDUAL DIRECTOR RESPONSIBILITY: The area of responsibility of each director shall be as follows, as per Article V: Section 2 of the Bylaws.

A. FINANCE COMMITTEE:

1. Ensure appropriate profit and loss statements and balance sheets are prepared.
2. Ensure an independent analysis of all Club business is complete annually by a qualified CPA and presented to the Board.
3. Ensure procedures are in place and followed to prepare the annual budget.
4. Conduct an annual budget review and assist in the preparation of the annual budget.
5. Conduct an annual review of accounting practices.
6. Prepare financial updates for the newsletter.
7. Assist in the annual employment review for accounting staff.
8. Present the financial report at the annual meeting.

B. GREENS COMMITTEE:

1. Responsible for the golf course grounds, equipment maintenance, driving range, parking lots, tennis courts, and cart storage facilities.
2. Develop measurable annual greens goals.
3. Develop an annual project list.
4. Assist in the development of the annual greens budget.
5. Conduct an annual review of all equipment.
6. Conduct quarterly course reviews.
7. Develop an annual greens survey.
8. Assist in the annual employment review for greens staff.
9. Present the greens report at the annual meeting.

C. HOUSE AND SOCIAL COMMITTEE:

1. Responsible for the upper and lower clubhouses and associated bars.
2. Help coordinate LGCC-sponsored social events held at the Club.
3. Foster and plan social functions and propose activities for the enjoyment of Club members.
4. Conduct an annual review of facilities and equipment.
5. Conduct an annual review of all social events and club activities.
6. Develop an annual membership survey.
7. Assist in the annual employment review for bar staff.
8. Present the house report at the annual board meeting.

D. MEMBERSHIP COMMITTEE:

1. Attend to issues affecting existing members and develop and oversee programs to attract and retain new members.
2. Assist in the development of the annual membership drive.
3. Conduct an annual review of new member material.
4. Conduct quarterly reviews of membership numbers.
5. Develop annual goals for membership increase and retention.
6. Develop an annual membership drive.
7. Recommend new ways to increase membership value.
8. Present the membership report at the annual board meeting.

E. POLICY AND BYLAWS COMMITTEE:

1. Conduct an annual review of the policy manual and bylaws.
2. Conduct an annual review of all LGCC Policies and Procedures.
3. Present revisions, amendments, and suggestions to the Board for discussion and approval.
4. Present the policy and bylaws report at the annual board meeting.

F. TOURNAMENT COMMITTEE:

1. Coordinate with the General Manager to determine an adequate number of yearly tournaments.
2. Develop measurable annual tournament goals.
3. Conduct an annual review of member tournaments and outside tournaments.
4. Hold an annual tournament meeting.
5. Develop an annual tournament survey and other methods to gather tournament feedback.
6. Present the tournament report at the annual board meeting.

Section 3: COMMITTEE CHAIRPERSONS: Committee Chairpersons are responsible for ensuring that their programs and decisions are implemented and carried out by the employee responsible for that area, i.e., the Grounds Superintendent, Bar Manager, or General Manager. Committee Chairpersons may choose non-board members to assist.

Section 4: FINANCIAL RESPONSIBILITY: It is the responsibility of the Board, in conjunction with the management team, to set aside five percent of annual revenue for capital improvements. Funds will be deposited into a temporary restricted fund.

ARTICLE II: MEMBERSHIP

Shall be as set forth in Article II of the Bylaws.

Section 1: DUES AND ASSESSMENTS: The dues structure will be reviewed annually by the Board of Directors upon the report and recommendation of the Finance Committee.

Section 2. MEMBERSHIP LIMIT: Per Board resolution, membership shall close when the total number of golfing memberships reaches 265. When new membership closes, individuals wishing to join LGCC will be placed on a waiting list, with their name, phone number, and the date they were added. When a golfing member relinquishes membership or is terminated, the first individual on the list will be considered for membership.

Section 3. APPLICATION PROCESS: Prospective members must fill out an application.

Section 4. INDOCTRINATION: New members will receive a membership packet within thirty (30) days of joining, either by mail or email.

Section 5. CLASSES OF MEMBERSHIP:

A. FAMILY MEMBERSHIP:

1. Includes adult couples or single parents and their children younger than 18 years or full-time undergraduate students up to twenty-three (23).
2. Voting membership, one (1) vote per member with a maximum of two (2) votes.

B. INDIVIDUAL MEMBERSHIP:

1. Includes individuals only.
2. No other member of their family will enjoy the privilege of the membership except as a paying guest.
3. Voting membership. One (1) vote maximum.

C. ASSOCIATE MEMBERSHIP

1. Includes a family or individual in the age group of eighteen (18) to thirty (30).
2. To qualify for a family associate membership, both individuals must be eighteen (18) to thirty (30) years of age.
3. As soon as one person in the membership turns thirty-one (31) years of age, the membership will automatically be reclassified as an individual or family membership, accordingly.
4. Voting membership, one (1) vote per member with a maximum of two (2) votes.

D. OUT OF COUNTY MEMBERSHIP:

1. Includes an individual or family who lives outside of Union County. No person in the membership may maintain a residence or reside in Union County for any period of time, regardless of residency.

2. Voting membership, one (1) vote per member with a maximum of two (2) votes.
- E. SOCIAL MEMBERSHIP:
1. Family and Individual Social memberships are available.
 2. Social members may enjoy all aspects of the Club, including tennis courts, driving range, and all the Club's social activities, excluding golfing facilities.
 3. Social members cannot retain golf cart storage without approval and may be asked to vacate the shed to a full golf member if needed.
 4. Voting membership. Each member has one vote. Maximum one (1) vote for individual membership and two (2) for family membership.
- F. STUDENT MEMBERSHIP:
1. Applies only to an individual up to the age of twenty-three (23) who is currently enrolled in school. Must have a valid student ID or show proof of enrollment.
 2. No initiation fees.
 3. No charging privileges.
 4. Restricted playing times.
 5. Does not count towards total Club membership and carries no voting privileges.
- G. LIFETIME MEMBERSHIP:
1. A member who has fifty (50) years or more of continuous membership may apply to the board to be a Lifetime Member.
 2. Golf Lifetime Membership holds the same privileges as a family or individual membership. Dues will be set at fifty (50) percent of the current membership dues.
 3. Social Lifetime Membership holds the same privileges as a social membership. No membership dues. May play golf occasionally but must pay fifty (50) percent of the regular greens fees.
 4. A Lifetime Member who elects either golf or social may change that election one time only.
 5. Honorary Lifetime Membership: a person with less than fifty (50) years of continuous membership, made a Lifetime Member by the Board (on a case-by-case basis). Subject to the same privileges and payments as above.
 6. Voting membership. Each member has one vote. Maximum one (1) vote for individual membership and two (2) for family membership.

Section 6. MEMBERSHIP POLICY REGULATIONS:

- A. EMPLOYMENT CHANGE: If an employment change, due to relocation, prohibits a member from holding a family, individual, or associate membership from playing golf for an extended time, the member may elect to continue their membership as is, change to a Social Membership, or terminate their membership without penalty. Upon return to Union County, the member(s) will be allowed to resume their membership or reapply for membership.
- B. MEDICAL LEAVE POLICY:
1. If a member cannot play golf due to a physical injury, limitation, or illness, they may apply to the Board of Directors for medical leave.
 2. If approved, the membership will convert to a temporary social membership, either family or individual, for a maximum of six (6) months, with a review at three (3) months.
 3. ALL members of the membership must be unable to play golf to apply for medical leave, and if any members play golf, the membership will automatically revert to a full golf membership.
 4. Upon notification from the members that they can resume playing golf, they shall return to a full golf membership. If they resume playing golf without notifying the Club, they will automatically be reverted to a full golf membership.
- C. The Board reserves the right to review, modify, and change memberships as needed when extenuating circumstances exist.

Section 7. MEMBERSHIP DUES AND ACCOUNT CHARGES – CREDIT POLICY:

- A. Charges for dues, merchandise, or food and beverages are due on the 15th of the month following the month they were incurred.
- B. A finance charge of eighteen percent (18%) per annum (one and a half percent (1.5%) per month) will be charged on past-due balances from the date they become past due.
- C. Accounts will be considered delinquent when unpaid for sixty (60) days past the due date.
- D. The Secretary will maintain a monthly aging report on accounts receivable and report in the Executive Session those accounts sixty (60) and ninety (90) days past due.
- E. Members whose accounts are delinquent will be notified in writing that their membership status will be suspended. Suspended members will lose all Club privileges. A Change of Status Report will be made available to Club staff as all charging privileges are permanently suspended.
- F. If a member is reinstated after suspension due to unpaid accounts, charging privileges remain permanently suspended.
- G. Accounts ninety (90) days in arrears will be brought to the attention of the Board. Any member whose account is ninety (90) days past due will be subject to termination of membership by the Board. Termination of membership shall be by a majority vote of the Board of Directors present at any board meeting at which a quorum is present.
- H. Accounts, one hundred and twenty (120) days in arrears, will be turned over to a collection agency.

ARTICLE III: MEMBERSHIP CODE OF CONDUCT AND DRESS CODE

Section 1. CODE OF CONDUCT: All members and guests will:

- A. Conduct themselves in a sportsmanlike manner and will not knowingly cheat, throw clubs, or disrespect employees, officials, or fellow competitors.
- B. Respect the rights of other players and golf course staff.
- C. Respect the golf course, golf carts, and facilities.
- D. Treat Club staff in a courteous and considerate manner. Do not reprimand staff in any way. Any staff issues should be brought to the attention of the General Manager or the Board.
- E. Not engage in any form of sexual, racial, or religious discrimination or harassment.
- F. Adhere to the dress code and observe proper golf etiquette as well as USGA and local rules of the course.
- G. Adhere to all Club bylaws, policies, rules, regulations, and core values.
- H. Not conduct themselves in any rude or immoral manner, including the use of profane language, gestures, insults, or other such misbehavior.
- I. Abide by all state and local laws and regulations, including the possession of any illegal drugs and weapons on Club property.

Section 2. DRESS CODE: Members must always wear appropriate golf attire while on the course, while golfing, and during golf events and tournaments. Members are responsible for ensuring their guests and spectators adhere to the dress code.

ARTICLE IV: MEMBERSHIP EXPULSION, TERMINATION, DISCIPLINE, AND COMPLAINTS

Section 1. SUSPENSION, EXPULSION, OR OTHER DISCIPLINARY ACTION:

- A. The Board, by majority vote, may suspend or expel any member or take other appropriate action, based on a good faith determination by the Board that that member:
 - 1. Has failed to pay Club dues, fees, assessments, or other indebtedness.
 - 2. Has violated any other provisions of the bylaws, policy manual, core values, or other rules and regulations.
 - 3. Has engaged in other conduct prejudicial to the Club's good order, welfare, character, or reputation.

- B. A person whose membership is suspended shall not be entitled to Club privileges during the period of suspension, but shall continue to be responsible for all applicable fees, dues, assessments, and other indebtedness to the Club.

Section 2. PROCEDURE FOR SUSPENSION OR EXPULSION:

- A. If grounds exist for suspension or expulsion, the Board may vote to immediately suspend or expel the member. The Board's decision shall be final. The Board must follow the procedure below before expulsion or suspension:
 - 1. The member shall be given fifteen (15) days' prior notice of the proposed expulsion or suspension. Notice shall be given by first-class or registered mail to the members' address on file, or by email.
 - 2. The member shall be given an opportunity to be heard by the Board, either orally or in writing, at least five (5) days before the effective date of the proposed expulsion or suspension.
 - 3. If a hearing is requested, the persons conducting the hearing shall have no personal or business interest in the decision or a close personal relationship with the parties involved. The subject of the complaint is not entitled to counsel at the hearing.

Section 3. REINSTATEMENT OF SUSPENDED OR EXPELLED MEMBER:

- A. **SUSPENDED MEMBER:** The Board, by majority vote, may reinstate a suspended member. As a condition of reinstatement, the suspended member shall immediately pay all dues, fees, assessments, or other debt owed to the Club
- B. **EXPELLED MEMBER:** Expelled members have no membership standing effective as of their expulsion date. Should an expelled member desire readmittance, they may reapply for membership after twelve (12) months. If reapplication is approved, said member must pay an initiation fee and any indebtedness to the Club.

Section 4. DISPUTE RESOLUTION AND RULE ENFORCEMENT:

- A. Members, their families, and guests must know and comply with all Club bylaws, policies, core values, rules, and regulations.
- B. While members may politely approach anyone acting in a manner that is immediately and potentially dangerous or destructive to Club property, members, or guests, the Club recommends reporting violations to the most senior member of staff on duty. The Club expects immediate cooperation with any staff direction.

Section 5. SANCTIONS AVAILABLE:

- A. **WRITTEN REPRIMAND:** A written reprimand may be issued and placed in the member's file if the Board concludes that sanctionable conduct has occurred, and a more severe penalty is not warranted.
- B. **SUSPENSION:** The Board may issue a suspension if the sanctionable conduct is deemed to warrant a sanction beyond a written reprimand but does not warrant an expulsion. A suspension may either suspend partial rights and privileges (partial suspension) or full rights and privileges (full suspension) and shall be for such a period as determined by the Board. Unless otherwise specified by the Board, the term of a full suspension shall extend to all persons deriving privileges through the suspended person. Applicable dues, fees, and assessments will continue to accrue during a partial or full suspension and must be kept current.
- C. **EXPULSION:** The Board may issue an expulsion if it concludes that the member has engaged in sanctionable conduct of such sufficient concern that expulsion from the Club is warranted. Expulsion terminates the expelled person's membership on the date specified in the written notice. The member is responsible for all payment obligations through the date of expulsion. Any member expelled from the Club forfeits any right, financially or physically, to any cart barn lease or purchase, per individual lease or purchase contract. If approved by the Board, any person on the expelled person's membership not subject to the sanction may apply for a new and separate membership.

Section 6. MEMBERSHIP EXPULSION OR TERMINATION ON UNFAVORABLE TERMS:

- A. If a membership is terminated, either by the member or LGCC, and the member leaves on unfavorable terms, including, but not limited to: unpaid balance on account, continual late payments, disrespectful behavior, or unresolvable issues with other members or staff, said member will no longer be welcome on LGCC property under any circumstances. This includes, but is not limited to: being a guest of a member for any and all events, playing a non-member round of golf, participating in or assisting with any tournaments or programs held at the Club, and purchasing merchandise in the golf shop.
- B. If the issues are resolved, and both parties agree to written terms, said individual may regain Club privileges, either as a member or a guest, by application in front of the Board. Said member must always comply with Club policies and terms of the agreement, or they will be permanently banned from the Club.

Section 7. DISCIPLINE PROCEDURES:

- A. COMPLAINTS: Any person observing conduct believed to be sanctionable may submit a complaint, in writing, to the Board, General Manager, or Secretary describing the conduct. The Board will review the complaint, consult with the appropriate persons as needed, and determine whether the complaint requires further action, including interviews with the subject and others with knowledge of the relevant circumstances.
- B. IMMEDIATE ACTION: The General Manager or their representative shall have the authority to dismiss any member or guest from the premises for any conduct, which in their judgment is prejudicial to the Club's welfare, and shall report their actions to the Board of Directors in writing.
- C. FURTHER ACTION: The Board will follow all appropriate procedures if further action is required, as outlined above.

ARTICLE V: GOLF COURSE USAGE AND CLUB INFORMATION

Section 1. GOLF SEASON: The official golf season is from May 1 to October 31.

Section 2. MEN'S NIGHT AND LADIES' DAY:

- A. Ladies Day is defined as Wednesday from 8:00 am to 12:00 pm.
- B. Men's Night is defined as Thursday from 4:00 pm to 8:00 pm.
- C. Both are only in effect during the official golf season. During these times, members of the opposite sex may not be on the golf course but have full access to all other Club facilities.

Section 3. COURSE CLOSURE: The course can be closed at the General Manager's or Greens Superintendents' discretion.

Section 4. TEMPORARY GREENS: Temporary greens will be used when the temperature causes substantial frost on the regular greens or when the greens are frozen. The Greens Superintendent and or the designated representative shall make the determination after touring the course and testing the conditions on a day-to-day basis.

Section 5. TEMPORARY TEES: Temporary tees will be established and used on the same criteria as the temporary greens, except that the tee boxes established shall be moved when undue wear is present.

Section 6. RULES FOR POWER CART OPERATIONS:

- A. Whenever the Greens Superintendent or General Manager determines that the course is wet or frozen, potentially causing substantial damage to the course if too many motorized carts are used, limited cart usage will be implemented as follows:
 - 1. Only members who unequivocally state that they cannot physically play nine (9) holes of golf while walking the course will be allowed to use motorized carts when limited cart usage is in effect.
 - 2. Determination of impairment will be made on a case-by-case basis by the General Manager, and carts will be designated.

- B. Power carts are to be kept at least thirty (30) yards from all greens or as marked.
- C. Cart users are asked to drive carts where the grass is healthiest to avoid all work or damaged spots, to use cart paths, and to use the rough where it is not compacted or beaten down. Do not drive in each other's tracks unless unavoidable.
- D. Golf carts can only be rented by a licensed driver, 18 years of age or older.
- E. Gas carts are not permitted, except at the discretion of the General Manager.
- F. Power cart storage on-premises is limited to the storage provided by the Club.
- G. Cart Shed rental spaces are non-transferable. Existing power cart storage will be assigned to a member from a waiting list maintained by the General Manager.
 - 1. Any lease for a newly constructed cart shed must follow the lease agreement.

Section 7. MEMBER'S CARE OF THE COURSE:

- A. All golfers should know and abide by the rules and etiquette of golf.
- B. All golfers are to replace divots if the divot is intact and has roots. Otherwise, the divot hole should be filled with sand and seed, as provided at the #1 tee box. All ball marks on the greens are to be repaired as soon as discovered.
- C. All golf practice shall be restricted to a designated practice area. Please rake bunkers, replace divots, and repair all ball marks before leaving your practice area.
- D. Players are asked to realize that maintenance is a necessity for a quality golf course. Please be respectful of the grounds crew.
- E. Shoes with metal spikes are not allowed.

Section 8. GENERAL COURSE RULES:

- A. Members may entertain out-of-county guests as often as desired. Local guests are restricted to not more than two (2) rounds of golf per year. Members hosting their guests will do so at a reduced rate, except as set out below. Guests paying their own fees will do so at the normal greens fees rate unless the fees are charged to the member's account.
- B. Members and all guests must register and make a tee time at the golf shop.
- C. Each player must have his or her own set of clubs.
- D. Groups larger than four are not permitted without the special permission of the General Manager or golf shop staff.
- E. Players must start on the #1 Tee, unless permission is granted by the General Manager or golf shop staff.
- F. Slow groups must allow faster groups to play through.

Section 9. TOURNAMENT AWARDS: Tournament awards may be issued in golf shop credits or gift cards, which do not expire.

Section 10. FEES: Membership dues, greens fees, cart and trail fees, locker, club storage, and cart storage fees will be reviewed annually by the Board. Any fee adjustments, upon approval, will be posted by the General Manager.

Section 11. JUNIORS' USE OF THE CLUB FACILITIES: LGCC encourages juniors (children under the age of 18) to be active Club members. There are restrictions for junior members and junior non-members.

- A. CLUBHOUSE: Juniors may use the Clubhouse and all of its facilities, except for the two bar tops. Juniors may purchase beverages and snacks from the bar, and if they choose to sit in the bar area, they may only sit at a table, not the bar top.
- B. COURSE USAGE:
 - 1. Juniors aged twelve (12) and under are required to be accompanied by an adult to use the golf course, including the driving range and putting areas.
 - 2. Juniors over the age of twelve (12) must have a handicap of eighteen (18) or lower to play by themselves (without an adult) on the course.

3. Juniors are permitted to be by themselves only during certain times. The Junior Course Play Regulations list is available in the golf shop. There are no restrictions on practice facilities.
4. Must be sixteen (16) years or older and have a valid driver's license to operate a golf cart without a parent or guardian in the golf cart.
5. To rent a golf cart, players must be eighteen (18) years and have a valid driver's license.
6. Juniors who are not members of the Club may use the golf course at a reduced rate or as part of the General Manager's Junior Golf Program and must follow the guidelines above. Regardless of age, juniors who are not members are not allowed to loiter on the premises without a parent, guardian, or golf coach present.

Section 12. MINORS:

- A. USE OF THE CLUBHOUSE: Minors in the upper clubhouse area should be seated at a table and not at the bar top. Minors should not loiter in the upper clubhouse, golf shop, men's or ladies' locker rooms, or lower clubhouse.
- B. Members are directly responsible for the actions of their children and the children of their guests.

Section 13. CLUB PROPERTY OR EQUIPMENT REMOVAL: No material, equipment, Club property, or scrap may be given away or removed from the premises except by written permission of management. Failure to obtain such permission is regarded as theft and may result in loss of membership and criminal prosecution.

Section 14. SPECIAL EVENTS AND COURSE CLOSURES:

- A. The Club may rent out the Lower Clubhouse for private events to members and non-members.
- B. The Board may approve any private events that require the golf course's closure for any length of time.

Section 15. INSURANCE CLAIMS: Any insurance claim must be approved by the Board prior to proceeding with the claim.

Section 16. MEMBER MEMORIALS: All memorial remembrances to be placed on LGCC property must be approved by the Board of Directors before being placed on Club property.

- A. Recommendations for memorial remembrances include, but are not limited to:
 1. Junior Golf Program financial donations: recognition on a plaque in the Clubhouse.
 2. Tree with a plaque in memory of, to be placed by the grounds crew.
 3. A bench with a plaque placed in an approved area.
 4. A plaque placed in an approved area.

ARTICLE VI: VENDOR POLICY

Section 1. VENDOR TRADE:

- A. LGCC will not participate in any form of "services for membership" trade where members or non-members receive reduced membership fees or free membership in exchange for services performed by an individual or company.
- B. At no time shall any bids from vendors (members or non-members) include any consideration of membership of any kind. In the spirit of being fair to all bidders, the committee chair must explain this to all vendors and contractors bidding.

Section 2. BID AND SOLICITATION POLICY:

- A. Solicitation of competitive bids should be obtained on any construction, repair, item purchase, or capital project where competitive proposals offer an opportunity to reduce costs. Bids should be considered on any single expenditure of five thousand dollars (\$5,000) or more.
- B. The designated person is responsible for soliciting bids or proposals. The solicitation will not occur until the Board has given approval.
- C. Whenever possible, proposals from at least three qualified suppliers should be pursued. The designated person is responsible for determining the scope of work or specific items before soliciting bids from any

vendor or contractor. All information contained in the scope of work and instruction given during the site visit or discussion should be consistent from bidder to bidder.

- D. All bids must be sent to the designated person responsible for the project or item to be purchased and must be kept confidential until all bids are collected.
- E. The bid which meets all requirements will be picked, and the reason stated. The lowest bid is not required to be selected. Members do not have priority over non-members.
- F. Bid selection will be recorded in the board meeting minutes.
- G. Bid approval does not guarantee funds are available. The project or purchase must be approved by the Board and funds verified before proceeding.

ARTICLE VII: DRUG POLICY

The use, possession, or trafficking of illegal drugs on the LGCC premises is strictly prohibited. This shall apply to members, guests, and employees alike. Members who violate this policy may be suspended from La Grande Country Club for thirty (30) days. Any subsequent violations may result in membership expulsion.

ARTICLE VIII: LIABILITY

Members and guests shall use Club facilities at their own risk and assume sole responsibility for personal injury, property, and damage. The Board, its affiliates, officers, employees, representatives, and agents shall not be held liable for personal injury to any person while on Club premises, nor for loss or damage to personal property brought onto, used, or stored on Club property, whether in lockers or elsewhere. Personal injury or property damage caused by a golf ball is the sole responsibility of the golfer striking the golf ball.