



*La Grande Country Club ~ 1928*

## **Policy Manual**

*Amended and Restated: April 2021*

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**I. Board of Directors**

**A. Governed By:** The Board is governed by Articles III, IV, and V of the By-Laws.

**B. Individual Director Responsibility:** The area of responsibility of each director shall be as follows, as per Article V: Section 2 of the By-Laws.

1. FINANCE COMMITTEE:
  - a. Responsible for seeing that appropriate profit and loss statements are prepared.
  - b. Ensuring procedures for preparing the budget is in place and followed.
  - c. Ensuring an independent analysis of all club business is completed annually by a qualified CPA and presented to the Board.
2. GREENS COMMITTEE:
  - a. Primary responsibility for the golf course grounds, equipment maintenance, driving range, parking lots, tennis courts, and cart storage facilities.
3. HOUSE/SOCIAL COMMITTEE:
  - a. Primary responsibility for the upper and lower clubhouses and associated bars.
  - b. Help coordinate LGCC sponsored social events held at the Club.
  - c. Foster and plan social functions and propose activities for the enjoyment of Club members.
4. MEMBERSHIP COMMITTEE:
  - a. Attend to issues affecting existing members and develop and oversee programs to attract and retain new members.
5. POLICY AND BY-LAWS COMMITTEE:
  - a. In charge of reviewing, revising, and amending the Policy Manual and By-Laws.
6. TOURNAMENT COMMITTEE:
  - a. Coordinate with the General Manager in defining an adequate number of tournaments for each year.

**C. Committee Chairpersons:** Committee Chairpersons are responsible for seeing that their programs and decisions are implemented and carried out by the employee responsible for that area, i.e., Grounds Superintendent, Bar Manager, and General Manager. Committee Chairperson may choose non-board members to assist.

**II. Membership**

Shall be as set forth in Article II of the By-Laws.

**A. Dues and assessments:** The dues structure will be reviewed annually by the Board of Directors upon the report and recommendation of the Finance Committee.

**B. Membership Limit:** Per Board resolution, membership shall close when membership reaches 265 golfing members; at such time that new membership closes, those individuals wishing to join LGCC will be placed on a waiting list. This waiting list will consist of a name, contact phone number, and date the person was placed on the list. When a golfing member relinquishes membership or is terminated, the first individual on the list will be considered for membership.

**C. Application Process:** Prospective members must fill out an application.

**D. Indoctrination:** Indoctrination for all new members shall be held within a month of joining. The President, Vice President, and Membership Committee chairpersons are responsible for the indoctrination of new members.

**E. Classes of Membership:**

1. Family Membership:
  - a. Includes adult couples or single parents and their children younger than 18 years or full-time undergraduate students up to 23.
  - b. Voting membership, one vote per member with a maximum of two (2) votes.
2. Individual Membership:
  - a. Includes individuals only.
  - b. No other member of their family will enjoy the privilege of the membership except as a paying guest.
  - c. Voting membership. One vote maximum.
3. Associate Membership:
  - a. Includes a family or individual in the age group of 18 to 30.
  - b. Individual Associate membership must be 18 to 30 years in age; to qualify for a Family Associate membership; both individuals must be 18 to 30 years in age.
  - c. Once one person in the membership turns 30 years of age, the membership will automatically be reclassified to either a family membership or an individual membership, accordingly.
  - d. Voting membership, one vote per member with a maximum of two (2) votes.
4. Out of County Membership:
  - a. An Out-of-County member is defined as a person living outside of Union County. Any person maintaining a residence or residing in Union County for any period does not qualify as an Out-of-County member, regardless of residency.
  - b. Voting membership, one vote per member with a maximum of two (2) votes.
5. Social Membership:
  - a. Family and individual memberships are available.
  - b. Social membership is open to any adult wishing to enjoy the Club and/or the tennis courts, driving range, and all Club social activities but does not want to utilize the golfing facilities.
  - c. Social members cannot retain golf cart storage.
  - d. Voting membership. Each member has one vote. Maximum one vote for individual membership and two votes for a family membership.
6. Student Membership:
  - a. This membership is on a month-to-month basis and only applies to persons that are enrolled in school. Must have a valid student ID.
  - b. No initiation fees.
  - c. No charging privileges.
  - d. Dues must be paid in full by the 10<sup>th</sup> of the month, or the membership will be automatically terminated.
  - e. Restricted playing times.
  - f. Does not count towards total Club membership and carries no voting privileges.
7. Lifetime Membership:
  - a. A member who has 50 years or more of continuous membership may apply to be a Life Member.
  - b. Golf Lifetime Membership: Same privileges as a Family or Individual Membership. Dues will be set at 50% of regular membership dues.
  - c. Social Lifetime Membership: Same privileges as a social membership. No membership dues. They may play golf occasionally but must pay 50% of the regular greens fees.
  - d. A Life Member who elects either Golf or Social may change that election one time only.
  - e. Honorary/Lifetime member: A person with less than 50 years of continuous

membership, made a Lifetime member by the Board (on a case-by-case basis). This member shall pay the same as a Lifetime member.

- f. Voting membership. Each member has one vote. Maximum one vote for individual membership and two votes for a family membership.

**F. Membership Policy Regulations:**

1. Employment change: If an employment change prohibits a member 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 will be allowed to resume their membership or reapply for membership.
2. Medical Leave Policy: If a member cannot play golf due to a physical injury or limitation, they may convert their golf membership to a temporary social membership for a maximum of six (6) months, with a review at three (3) months. Upon notification from the member that they can resume playing golf, they shall return to a full membership. If they resume playing golf without notifying the Club, they will automatically be reverted to a full golf membership.
3. The Board reserves the right to review, modify, and change memberships as needed when extenuating circumstances exist.

**G. Membership Dues and Account Charges/Credit Policy:**

1. Charges for dues, merchandise, or food and beverages are due on the 15<sup>th</sup> of the month following the month they were incurred.
2. A finance charge of 18% per annum (1.5% per month) will be charged on past due balances from the date they become past due.
3. Accounts will be considered delinquent when unpaid 60 days past the due date.
4. The Secretary will maintain a monthly aging report on accounts receivable and report in the Executive Session those accounts 60 and 90 days past due.
5. 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.
6. If a member is reinstated after suspension due to unpaid accounts, charging privileges remain permanently suspended.
7. Accounts 90 days in arrears will be brought to the attention of the Board. Any member whose account is 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.
8. Accounts 120 days in arrears will be turned over to a collection agency.

**H. Membership Termination:**

1. A person who is terminated for non-payment of dues and accounts may not apply for membership for twelve (12) months. If accepted, said applicant must pay an initiation fee and any indebtedness to the Club.
2. If a membership is terminated, either by the member or La Grande Country Club, and the member leaves on unfavorable terms, including, but not limited to: unpaid balance on their account, continual late payments, disrespectful behavior, or unresolvable issues with other members or staff, said member will no longer be welcome at La Grande Country Club under any circumstances. This includes, but is not limited to: being a guest of a member for any and all events, golfing a non-member round, participating in or assisting with any tournaments or programs held at the Club, and purchasing merchandise in the

Golf Shop. 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 comply with Club policies and terms of the agreement at all times or will be permanently banned from the Club.

**III. Golf Course Usage:**

- A. Golf Season:** The official golf season is from May 1<sup>st</sup> to October 31<sup>st</sup>.
  
- B. Men's and Ladies' Days:** Ladies' Day is defined as Wednesday, from 8:00 am to 12:00 pm, and Men's Day is defined as Thursday, from 4:00 pm to 8:00 pm. 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.
  
- C. Course Closure:** The course can be closed at the General Manager's or Greens Superintendent's discretion.
  
- D. Temporary Greens:** Temporary Greens will be used when the temperature causes substantial frost on the regular greens or the greens are frozen. The Grounds Superintendent and/or designated representative shall make the determination after touring the course and testing the conditions on a day-to-day basis.
  
- E. 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.
  
- F. Rules for Power Cart Operation:**
  - 1. Whenever the Grounds Superintendent or General Manager determines that the course is wet or frozen as to cause substantial damage to the course if too many motorized carts are used, a "limited cart usage" will be implemented as follows:
    - a. 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 cars when "limited cart usage" is in effect.
    - b. Determination of impairment will be made on a case-by-case basis by the General Manager, and carts will be designated.
  - 2. Power carts are to be kept at least 30 yards from all greens or as marked.
  - 3. Cart users are asked to drive carts where the grass is healthiest to avoid all worn 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.
  - 4. Golf carts can only be rented by a licensed driver, 18 years of age or older.
  - 5. Gas carts are not permitted, except at the discretion of the General Manager.
  - 6. Power cart storage on-premises is limited to the storage provided by the Club.
  - 7. 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.
    - a. Any lease of a newly constructed cart shed must follow the lease agreement.
  
- G. Members Care of the Course:**
  - 1. All golfers should know and abide by the rules and etiquette of golf.
  - 2. 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 greens are to be repaired as soon as discovered.
  - 3. 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.
4. Players are asked to realize that maintenance is a necessity for a quality golf course. Please be respectful of the grounds crew.
  5. Shoes with metal spikes are not allowed.

**H. General Course Rules:**

1. 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 green fees rate unless the fees are charged to the member's account.
2. Tournament awards may be issued in golf shop credits, gift cards, or gift certificates. Gift cards do not expire, gift certificates expire one year from the date of issue, and golf shop credits will expire on December 31st every year. Any remaining golf shop credits may be redeemed for a gift card. The Club will not be responsible for the property of members or guests.
3. Members and all guests must register and make tee times at the Golf Shop.
4. The General Manager or his 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 for their final decision.
5. Minors in the Lounge area should be seated at a table and not at the bar top. Minors should not loiter in the Lounge, Golf Shop, or the Men's or Ladies' Locker Rooms.
6. Dress Code: Members, guests, and spectators must wear appropriate golf attire at all times while on the course during golf events.
7. Each player must have his or her own set of clubs.
8. Groups larger than four are not permitted without the special permission of the General Manager or Golf Shop staff.
9. Players must start on the No. 1 Tee unless permission is granted from the General Manager or Golf Shop staff.
10. Slow groups must allow faster groups to play through.

**I. Fees:**

1. Membership dues, greens fees, cart and trail fees, locker, club storage, and cart storage fees will be reviewed annually by the Board of Directors. Upon approval, fees will be posted by the General Manager.

**J. 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.

1. Clubhouse: Juniors may use the Clubhouse and all of its facilities, with the exception of 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.
2. Course Usage:
  - a. Juniors ages 12 and under are required to be accompanied by an adult to use the golf course, including the driving range and putting areas.
  - b. Juniors over the age of 12 must have a handicap of 18 or lower to play by themselves (without an adult) on the course.
  - c. Juniors are permitted by themselves only during certain times. Junior Course Play Regulations list is available in the Golf Shop. There are no restrictions on practice facilities.
  - d. Must be 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.

- e. Juniors cannot rent a cart until they are 18 years and have a valid driver's license.
- f. Juniors that 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 that are not members are not allowed to loiter on the premises without a parent, guardian, or golf coach present.

**K. 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.

**L. Special Events/Course Closure:**

- 1. The Club may rent out the lower Clubhouse for private events to members and non-members.
- 2. The Board of Directors must approve any private events that require the golf course's closure for any length of time.

**IV. Vendor Policy:**

**A. Vendor Trade:** La Grande Country Club will not participate in any form of "services for membership" trade where members or non-members received reduced membership fees or free membership in exchange for services performed by any individual or company. At no time shall any bids from vendors from members or non-members include any consideration of membership (e.g., individual, family, or social memberships). In the spirit of being fair to all bidders, this must be explained to all vendors that are bidding by the committee chair during the call for bids to all vendors or contractors involved.

**B. Bid/Solicitation Policy:**

- 1. 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 \$5,000 or more.
- 2. The designated person is responsible for soliciting bids/proposals. The solicitation will not occur until the Board of Directors has given approval.
- 3. 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 instructions given during the site visit, or discussion, should be consistent from bidder to bidder.
- 4. 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.
- 5. The bid which meets all requirements will be picked, and the reasons stated. The lowest bid is not required to be selected. Members do not have priority over non-members.
- 6. Bid selection will be recorded in the Board Meeting Minutes.
- 7. Bid approval does not guarantee funds are available. The project/purchase must be approved by the Board and funds verified before proceeding.

**V. LGCC 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 LGCC for 30 days. Any subsequent violations may result in termination of membership.



**APPENDIX 1. Record of Amendment**

<b>DATE</b>	<b>ARTICLE</b>	<b>SECTION</b>	<b>SECTION TITLE</b>	<b>DESCRIPTION OF CHANGE</b>
4/15/2021	All Sections			Edited for format, punctuation, font, bullet points, clarity, grammar and word flow. These changes, if not affecting the context of the document, will not be noted individually, but as a collective whole.
4/15/2021	All Sections			Changed titles of Golf Professional or Golf Pro to General Manager
4/15/2021	I. Board of Directors	B	Individual Director Resp.	Reorganized Director Responsibilities/Committees into alphabetical order
4/15/2021	I. Board of Directors	B	Individual Director Resp.	Removed "responsibility for the physical plant and all buildings, including cart storage facilities" from the Membership Committee and assigned to the Greens Committee
4/15/2021	I. Board of Directors	B	Individual Director Resp.	Removed coordination of "outside rental of facilities" from the House Committee. That will be a responsibility of LGCC staff.
4/15/2021	I. Board of Directors	B	Individual Director Resp.	Added the Policy and By-Laws Committee. Removed the Pro Shop Committee and the Human Resource Committee.
4/15/2021	II. Membership	C	Application Process	Removed that the membership application be approved by the Board.
4/15/2021	II. Membership	E	Classes of Membership	Made adjustments for clarity, redundancy and organization.
4/15/2021	II. Membership	E	Classes of Membership	Removed Racket Membership - accessibility to Club included in the Social Membership. Removed employee membership. Explained in the Employee Handbook.

4/15/2021	II. Membership	F	Membership Policy Regulations	Removed Sections 1-3. Modified section 4: Health and Employment change to Employment Change. Kept Medical Leave Policy.
4/15/2021	II. Membership	G	Membership Dues and Account...	Removed "Failure to pay membership dues and/or pro shop charges" 1-11. Added new policy for delinquent accounts: Section G, 1-8.
4/15/2021	II. Membership	H	Membership Termination	Added information from the By-Laws regarding termination for non-payment.
4/15/2021	III. Golf Course Usage	A	Golf Season	Added Golf Season
4/15/2021	III. Golf Course Usage	B	Men's and Ladies' Days	Added Men's and Ladies' Days
4/15/2021	III. Golf Course Usage	F	Rules for Power Carts	Changed determination of limited cart usage from approval by the Board to the General Manager
4/15/2021	III. Golf Course Usage	F. 7		Construction of new golf cart sheds was modified to reflect new agreements
4/15/2021	III. Golf Course Usage	G	Members Care of the Course	Removed Monday morning indulgence for maintenance
4/15/2021	III. Golf Course Usage	H	General Course Rules	Made adjustments for clarity, redundancy and cohesion.
4/15/2021	III. Golf Course Usage	I	Fees	Condensed information
4/15/2021	III. Golf Course Usage	J	Juniors use of Club	Made adjustments for clarity, redundancy and cohesion. Hours of play removed and may be accessed in golf shop.

4/15/2021	III. Golf Course Usage	L	Special Events/Course Closure	Added Special Events/Course Closure
4/15/2021	IV. Vendor Policy	B	Bid/Solicitation Policy	Added to Bid/Solicitation Policy
4/15/2021	V. LGCC Drug Policy	A		Removed employee information - this will go in the employee handbook.
4/15/2021	Table of Contents	All Sections		Sections moved and rearranged accordingly. New section are reflected in Amendments
5/24/2021	III. General Course Rules	H	General Course Rulse	Credit Expiration on April 30 <sup>th</sup> was removed and replaced with: Tournament awards may be issued in golf shop credits, gift cards, or gift certificates. Gift cards do not expire, gift certificates expire one year from the date of issue, and golf shop credits will expire on December 31 <sup>st</sup> every year. Any remaining golf shop credits may be redeemed for a gift card.