

LGCC

La Grande Country Club

Policy Manual
2012

Revised: March 2012

Approved by Board of Directors March 21, 2012
Policy Manual Table of Contents

- I. Board of Directors
 - A. Governed By
 - B. Individual Director Responsibility
 - C. Committee Chairpersons

- II. Membership
 - A. Dues
 - B. Membership Limit
 - C. Application Procedures
 - D. Indoctrination
 - E. Classes of Membership
 - F. Payment of Dues

- III. Golf Course Usage
 - A. 40°F Rule
 - B. Temporary Greens
 - C. Temporary Tees
 - D. Rules for Power Cart Operation
 - E. Members Care of the Course
 - F. General Course Rules
 - G. Fees
 - H. Juniors Use of Club Facilities

- IV. Vendor Policy

I. Board of Directors

- A. The Board is governed by Article III, IV and V of the by-laws.
- B. The area of responsibility of each director shall be as follows, as per Article V 2-A of the By-laws.

1. Greens committee shall have primary responsibility for the golf course grounds, maintenance equipment, driving range, parking lots, and tennis courts.
2. The House/Social committee shall have the primary responsibility for the upper lounge and bar; the lower banquet area and bar; the physical plant; and all buildings, including cart storage facilities. This committee shall coordinate social events held at the club whether LGCC sponsored or outside rentals of facilities. This committee shall foster and plan social functions and propose activities for the enjoyment of club members.
3. Membership committee shall attend to issues affecting existing members and develop and oversee programs to attract and retain new members.
4. Finance committee shall be responsible for seeing that appropriate profit and loss statements are prepared; that procedures for preparing the budget are in place and followed; and that an independent analysis of all club business is completed at least once every three (3) years, by a qualified CPA, and presented to the Board.
5. Tournament Committee: will be responsible for working with the Golf Professional in defining Club Championship rules and categories and work with Club Professional on an adequate number of tournaments for each year.
6. Pro Shop Committee shall have the primary responsibility of inventory, cart rental, driving range, pro shop sales, and rental cart fleet, including oversight of pro shop employees.
7. Human Resource Committee – shall be responsible for working in coordination with the Club Secretary on all personnel issues.

C. 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, 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 – Assessments: Annually the dues structure will be reviewed 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 Name, contact phone number and date placed on list. When a golfing member relinquishes membership or is terminated the name of the individual first on the list will be considered for membership.

C. Prospective members must fill out an application and be approved by the Board.

D. **Indoctrination** for all new members for the current year shall be held in the month of June. The President, Vice President, and House Committee chairpersons are responsible for indoctrination of new members.

E. **Classes of Membership:**

1. **Family membership** – includes adult couples and their children who are younger than 18 years or are a full time undergraduate student up to the age of 23. Dues will be as determined by the Board.

2. **Individual membership** – shall be available to individuals who so elect and certify that no other member of their family will enjoy the privilege of that membership except as a paying guest.

3. **Associate membership** – A family or individual in the age group of 18 to 30. 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.

a. If the membership is an individual Associate Membership, once the person turns 30, the membership will automatically be reclassified, as an Individual Membership and monthly dues will increase accordingly.

b. If the membership is a Family Associate Membership, once the first person in the family reaches the age of 30, the membership will automatically be reclassified as a Family Membership and the monthly dues will increase accordingly.

4. **Student Membership:** shall be at a reduced monthly fee as determined by the Board for students that are not included in another membership classification.

a. This membership is on a month-to-month basis and only applies to persons that are enrolled in school. (e.g.: EOU full time undergraduate student)

b. No initiation fee.

c. No charging privileges.

d. Restricted playing times.

e. Not allowed to play in club events. (i.e. Men's League, scrambles, etc.)

f. This membership type does not count towards total Club membership.

5. **Employee Membership:** For employees; including Grounds, Bar, and Pro Shop Employees. Dues shall be determined by the Board.

a. This membership is on a month-to-month basis.

b. No initiation fee.

- c. No charging privileges.
 - d. Can include spouse or co-habitant.
 - e. Must work a minimum of 20 hours a month to be eligible for an employee membership.
 - f. Membership ends upon termination, including spouse or co-habitant if included in employee membership.
 - g. Participation in Club League events (Men's, Women's, couples, etc.) must be preapproved by supervisor.
 - h. Employee members do not have cart storage privileges, cannot serve on the Board of directors nor sit on an active committee.
 - i. This is a non-voting membership.
 - j. This membership type does not count towards total Club membership.
6. Social Membership: is available to any adult wishing to enjoy the social activities of the club and/or the tennis courts, but do not wish to utilize the golfing facilities. Monthly dues will be as determined by the Board. Social members cannot retain golf cart storage when reclassifying the membership to Social.
7. Out of County Membership Defined: "An Out-of-County member is defined as a person living outside of Union County for 12 months. Any person maintaining a residence or residing in Union County does not qualify as an Out-of-County member, regardless of residency." Monthly dues will be as determined by the Board.
8. "Initiation fees are waived when a person is no longer eligible under an existing family membership held by their parents and that person requests a membership of their own, and joins within six (6) months after they become eligible.
9. A membership is available for a person 18 years or older still eligible under a family membership, but elects to hold their own membership in order to be eligible to compete in club events. There will be no initiation fee, however, no reversal of status will be allowed after such action has been taken.
10. Reinstatements: As of May 8, 2008 (By Board Resolution)- If the returning LGCC member left their club membership in good standing, he or she may petition the Board of Directors (either in person or by letter), for reinstatement without paying the new membership initiation fee. At a time when the club meets the membership limit of 265, this rule will revert back to the Five Year Limit which states that any returning member must pay a new initiation fee if they wish to be considered for reinstatement after a five year period.
11. Life Membership: Amended October 19, 2005.
- a. A member who has 50 years or more of continuous membership may apply to be classified as a Life Member.
 - b. If the member indicates on their application that he or she will continue to play golf, the member will pay as dues 50% of the regular dues for the year and have full use of Club facilities and activities.

- c. If the member indicates that they will seldom play golf, they will have full use of the club facilities and activities. If this option is selected by the Life member, they will pay no dues, but will pay 50% of the normal Green Fees should they decide to play golf from time to time.
- d. A Life Member who elects either “b” or “c” above may change that election one time only.
- e. Honorary/Lifetime member – A person under 50 years of continuous membership that is made a Lifetime member by the Board (on a case by case basis). This member shall pay 50% of the regular dues for the year and have full use of Club facilities and activities. This person shall have no voting privileges.

- F. Failure to pay membership dues and/or bar or pro shop charges.
 - a. Member accounts are due by the 10th day of the month immediately following the month debts were incurred.
 - b. All charges must be paid in full by the 10th day of the month immediately following the month debts were incurred.
 - c. Member accounts are considered delinquent when 60 days in arrears.
 - d. Members delinquent in their accounts will be notified by the Secretary/Treasurer and their membership status will be suspended.
 - e. Suspended members lose all club privileges.
 - f. When a member whose status was suspended due to unpaid bar or pro shop charges is reinstated, that member no longer has charging privileges and must pay in full any charges made that day prior to leaving club grounds. Club staff will be provided a list monthly of those members whose charging privileges have been permanently suspended.
 - g. Members with accounts 90 days in arrears will be brought to the Board with the recommendation that membership be terminated and if the account has not been paid in full within 60 days it will be turned over to a collection agency for collection.
 - h. Sec/Treas will determine members with accounts 60 and 90 days in arrears on the 15th of each month. Notice of Membership Status Change will go out to affected member the same day.
 - i. Sec/Treas will report, in executive session, members in Suspended status. Report will also include names of members with accounts >90 days in arrears.
 - j. Membership status change is automatic. Accounts >60 days = Suspended; Accounts > 90 days = recommended to Board for termination.
 - k. Termination of membership shall be by a majority vote of the Board of Directors present at any meeting of the Board at which a quorum is present.

III Golf Course Usage

- A. If the outside air temperature is 40°F or under, the course will be closed.
- B. 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.
- C. 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.

D. Rules for Power Cart Operation

1. Whenever the Grounds Superintendent or Golf Pro determines that the course is wet or frozen as to cause substantial damage to the course if too many motorized cars are used, a “limited cart usage” will be implemented as follows:
 - a. Only members over 70 years of age and members who unequivocally state that they cannot physically play 9 holes of golf while walking the course will be allowed to use motorized cars when “limited cart usage” is in effect.
 - b. Determination will be made on a case by case basis by the Board of Directors. Petitioner must make their case to the Board of Directors either in person or by letter.
2. Golf course signs are to be limited to those absolutely necessary to protect other golfers and/or the golf course, and power cart users are to obey signs.
3. Power carts are to be kept at least 30 yards from all greens, or as marked.
4. Cart users are asked to drive carts where 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 beat down. Do not drive in each other’s tracks unless unavoidable.
5. Juniors without a driver’s license may not operate a golf cart unless accompanied by a licensed adult. You must be 18 years of age or older to rent a golf cart.
6. Gas carts are not permitted, except for special events.
7. Do not create a path by following the same route every time. Vary your course.
8. Do not drive cart through accumulated water or soft spots.
9. Power cart storage on premises is limited to the storage provided by the Club.
10. Cart shed rental spaces are not transferable. Existing power cart storage will be assigned to the members, from a waiting list, which is maintained by the Secretary. All requests for additions of names to this list must be made in writing to the Secretary.
 - a. Cart Shed Rental-New Construction gives a 10-year lease period in advance. After 10 years, user of the cart shed has an option to renew for 1 year at a time, payable monthly, or turn shed over to the Club.

- b. Any lease not paid shall be assigned to the top person on the waiting list established for that purpose.

A. Members Care of the Course

1. All golfers should endeavor to 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 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. We ask your indulgence on early mornings and evenings, and all day on Mondays, for course maintenance. Early morning hours are defined as hours prior to the clubhouse opening.
5. Shoes with metal spikes are not allowed.

B. 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 members account.
2. All range balls will be rented from the Pro Shop. These golf balls are the property of LGCC. The golf balls are not to be removed by members or unauthorized personnel for private use.
3. All guests must register at the Pro Shop.
4. The Club will not be responsible for the property of members or guests.
5. The Club Professional 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 welfare of the Club and shall report their action to the Board of Directors in writing for their final decision.
6. Minors in the Lounge area should be seated at one of the three tables on the west side of the Lounge. Minors should not loiter in the Lounge, Golf Shop, or the Men's or Ladies' Locker Rooms.
7. Dress Code – Appropriate golf attire shall be worn at all times.
8. Dues and accounts are payable by the 10th of each month.
9. Each player must have his or her own set of clubs.
10. Groups larger than four are not permitted without special permission of the Professional or pro shop staff.

11. Players must start on No. 1 Tee, unless special permission from the Golf Professional is granted or pro shop staff.

12. Slow groups must allow faster groups through.

C. Fees

1. Green Fees: Will be approved by Board and posted by Golf Professional or General Manager.

2. Cart Usage Fees: Cart path usage fee to be reviewed annually by the Board of Directors and posted by the Golf Professional or General Manager.

3. Storage Fees: Locker, club storage and cart storage fees to be reviewed annually by the Board of Directors and posted by the Golf Professional or General Manager.

D. Juniors Use of the Club Facilities

LGCC encourages juniors (children under the age of 18) to be active members of the club. It is important that all juniors and their parents understand that there are restrictions for junior members and junior non-members on the use of the facility and the golf course. Below is an outline of those restrictions.

Clubhouse:

Juniors may use the clubhouse and all of its facilities with the exception of the two bar areas. In the lower clubhouse, juniors may not be within 20 feet of the bar when alcohol is being served. In the upper clubhouse, juniors may purchase beverages and snacks from the bar, and if they choose to sit in the bar area, they are restricted to the three tables on the west side of the Lounge.

Course Usage:

1. Juniors ages 12 and under are required to be accompanied by an adult to use the golf course. This includes the driving range and putting areas.
2. Juniors over the age of 12 must meet golf handicap requirements to play by themselves (without an adult) on the course and are permitted by themselves only during certain times. They are not restricted on use of the practice facilities.
3. Must be 16 or older and have a valid driver's license to operate a golf cart without a parent or guardian in the golf cart.
4. Juniors cannot rent a cart until they are 18 years of age and have a valid driver's license.

Times of Play:

1. "All day" is restricted by other club events such as men's and women's leagues, golf tournaments, etc.
2. Juniors over the age of 12 must have a handicap of 18 or lower to play without an adult.

3. Monday – Must be accompanied by an adult until 5:00 p.m.
4. Tuesday – Must be accompanied by an adult after 9:00 a.m. (May through the middle of Sept. the course is closed from 5:30 pm on for Couple's Night)
5. Wednesday – Must be accompanied with an adult until 2:00 pm
6. Thursday – Must be accompanied by an adult after 9:00 a.m.
7. Friday – All day
8. Saturday – Must be accompanied by an adult
9. Sunday – Must be accompanied by an adult until 5:00 p.m.

Juniors that are not members of the club may use the golf course at a reduced rate or as part of the Junior Golf Program established by the Golf Pro, 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.

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.

IV. Vendor Policy

A. 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 trade 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.

Policy Manual Record of Amendment

DATE	ARTICLE	SECTION	SECTION TITLE	DESCRIPTION OF CHANGE
03/21/12	II	B	Membership Limit	Delete “,” add ; delete “gives up”, add relinquishes
03/21/12	II	E 1	Classes of Membership	Delete “as long as they” & “an”, add a full time & up to the age of 23
03/21/12	II	E 3	Associate Membership	Add to qualify for a
03/21/12	II	E 4a	Student Membership	Add (e.g.: EOU full time under graduate student)
03/21/12	II	E 5d &f	Student Membership	Change co-inhabitant to cohabitant; pre-approved to preapproved
03/21/12	II	E 8		Delete of their eligibility, add after they become eligible. Delete “
03/21/12	II	F		Add and/or bar shop charges
03/21/12	II	F b		Add : All charges must be paid in full by the 10 th day of the month immediately following the month the debts were incurred.
03/21/12	II	F f		When a member whose status was suspended due to unpaid bar or pro shop charges is reinstated, that member no longer has charging privileges and must pay in full any charges made that day prior to leaving club grounds. Club staff will be provided a list monthly of those members whose charging privileges have been permanently suspended.
03/12/21	II	F g		Add: and if the account has not been paid in full within 60 days it will be turned over to a collection agency for collection.
03/21/12	II	D 4	Rules of Power Cart Operation	Change “other's” to others
03/21/12	III	D 5	Rules of Power Cart Operation	Add: You must be 18 years of age or older to rent a golf cart.
03/21/12	III	F 1	General Course Rules	Add: rate after green fees
03/12/21	III	F 5	General Course Rules	Change “reject” to dismiss & delete “in person or”

03/12/21	III	F 6	General Course Rules	Delete "in", add on
03/21/12	III	F 10 & 11	General Course Rules	Add: or pro shop staff
03/21/12	III	H	Juniors Use of Club Facilities Clubhouse:	Change "3 tables towards the #1 Tee Box that are furthest from the Bar" to three tables on the west side of the Lounge.
03/21/12	III	H 1	Juniors Use of Club Facilities Course Usage	Delete "practice"
03/21/12	III	H 4	Juniors Use of Club Facilities Course Usage	Add: Juniors cannot rent a cart until they are 18 years of age and have a valid driver's license.
03/21/12	III	H		Add: 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.
03/21/12	IV			<p>IV. <u>Vendors Policy</u></p> <p>A. 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 trade 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.</p>