



By-Laws

Murray Recreation Association, Murray, KY
Established in 1961

Rev	Date	Description	Prepared by	Checked by	Approved by
--	Nov.-1989	Original By-Laws Approved	Sina Richardson	The Board	Gen. Membership
0	11/18/2010	Revised Original By-Laws	By-Laws Committee	The Board	Gen. Membership
1	02/08/2011	Min. Age of Social Single, Social Family, Youth Single, and Youth Family changed from 21 to 18.	By-Laws Committee	The Board	Gen. Membership
2	11/17/2011	Article III, Sect. 1, 6, 12/Article V, Sect. 7/Article VII, Sect. 13/Article X, Sect 1, Rule 24, Sect. 2, Rule 9 and 15, Sect. 3, Rule 15 and 21.	By-Laws Committee	The Board	Gen. Membership
3	11/15/12	Article III, Sect. 6-Late Fees/Article IV, Sect. 3-If running for Board or Officer position, you can't be on committee. Article V, Sect. 4-Treasurer must be on Financial/Budget Committee.	By-Laws Committee	The Board	Gen. Membership
4	11/21/13	Article III, Sect. 2, Assessments definition/Article III, Sect. 7, Inactive Memberships	By-Laws Committee	The Board	Gen. Membership
5	02/13/2017	Article III, Sect. 1: percentages removed from all membership types. Article III, Sect 12: removal of pro shop credit, must be pre-paid accounts Article IV, Sect. 1: One family member at a time may serve as officer or board member. Article V, Sect. 7: any purchase by club over \$100 has to have signature from board member whose committee the purchase falls under. Article X: Removal of term "trail fee" pertaining to members.	By-Laws Committee (Mike Garland, Chairman)	The Board	Gen. Membership on February 13, 2017

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ARTICLE I – NAME

The name of this organization shall be the Murray Recreation Association, Inc., by which it shall contract and be contracted with, and do all things permitted by its chapter incorporation.

ARTICLE II – OFFICE

Section 1

The Principal office of the corporation shall be located in Calloway County, Kentucky.

Section 2

The corporation may also have offices at such other places as the board of Directors may from time to time determine, or the affairs of the corporation may require.

ARTICLE III – MEMBERSHIP

Section 1 - Membership Types

NOTE: All Memberships are considered to be 1 year contracts. All dues are expected to be paid in full even if the member cancels the membership in the middle of the year. Exceptions will be made for medical reasons or other reasons approved by the board.

The corporation is made up of the following seven (7) types of memberships:

- (a) Adult Family Memberships: An Adult Family shall be one with which the member’s spouse and all unmarried members of his/her immediate family under age of 23 years and living in the same household or physically and/or mentally unable to live by themselves shall have all of the privileges of the membership. A child on or before their 23rd birthday who marries or no longer lives at home has a one-time option of obtaining a membership with no initiation fee (One day past 23rd birthday does not qualify).
- (b) Youth Family Memberships: A Youth Family shall be one identical to the adult family membership with the exception that each shall be 35 years of age or younger. Minimum age is 18.
- (c) Senior Single Memberships: A Senior is an individual that is 62 years of age or older and married. The spouse of the member will not have any privileges of the club.
- (d) Adult Single Memberships: An Adult Single shall consist of a membership for one person age 36 or older who uses the facilities for which they hold a membership as an individual and do not have a family entitled to the privileges of that membership.
- (e) Youth Single Memberships: A Youth Single shall be one identical to the adult single with an exception of an age limit of 35 or under with 18 being the minimum age.

(f) Social Family Memberships: A Social Family shall be one that is entitled to all privileges of the club with the exception of golf and no voting rights. Social members are permitted to participate in invitation only golf tournaments. The member’s spouse and all unmarried members of his/her immediate family under age of 23 years and living in the same household or physically and/or mentally unable to live by themselves shall also be restricted to these same privileges. Social memberships do not participate in assessments. Minimum age is 18. Social membership payments are to be paid in full with no payment option.

(g) Social Single Memberships: A Social Single membership shall be one that is entitled to all privileges of the club with the exception of golf and no voting rights in which he/she holds a membership as an individual and does not have a family entitled to the privileges of that membership. Social memberships do not participate in assessments. Minimum age shall be 18 years of age. Social membership payments are to be paid in full with no payment option.

*Only one spouse is required to be age 18 to meet minimum age requirement

Oaks Membership Plans (effective February 2017)

All annual plans except Social (pool) Memberships may be prorated.

Membership fee amounts are set at each Annual Board Meeting and are subject to change upon vote.

<u>Golf & Pool Memberships</u> (total club privileges)	
Family Membership (age 36 and up).....	\$1,500
Youth Family (35 and under).....	\$750
Adult Single (age 36 to 61).....	\$1,000
Senior Single (62 and up) no active spouse...	\$1,100
Youth Single (35 and under).....	\$500
Associate Membership.....	\$300 [limited to 6 pool passes, 4 golf passes, 1 clubhouse rental]

<u>Social Memberships</u> (pool/clubhouse only)	
Family Social.....	\$450
Single Social.....	\$350
MSU Student Family.....	\$200
MSU Student Single.....	\$100

Annual Cart Shed Rental Fee.....\$140
 Additional electrical appliance (refrigerator, etc.).....\$35 extra

Unlimited Range Ball Package.....\$100 Single, \$150 Family

Assessment fees, when applicable, will be assessed to each golf membership on an equal dollar amount.

Section 2 – Membership Definitions

Marriage – These By-Laws agree with the State of Kentucky’s Constitution Section 233A that states “Only a marriage between one man and one woman shall be valid or recognized as a marriage in Kentucky. A legal status identical or substantially similar to that of marriage for unmarried individuals shall not be valid or recognized.”

Marital Status - It is up to the Member to notify the club in writing of a change in marital status. Dues will be pro-rated from the date of the change in marital status in the following way:

Single to Family – Dues will be increased and pro-rated to the appropriate Family rate

Family to Single – Dues will be decreased and pro-rated to the appropriate Single rate

Assessments – The Club shall have the power to charge assessments upon recommendation of the Board. All golf memberships (including all pro-rated golf memberships) must contribute to any assessments that are voted in by the general membership. Any social membership that converts to a golf membership shall participate in any assessment being administered at that time. Assessments should be utilized when additional funds are needed on a one-time expenditure.

Delinquent – A delinquent membership is one that all club privileges have been temporarily or permanently removed. See Article III, Section 6.

Good Standing - A member that has no financial debt to Oaks including but not limited to dues, assessments, cart fees, pro shop merchandise or food. All debts shall be paid in full before the annual meeting in November. Failure to be in good standing by the annual November meeting will make the membership delinquent and the member will not have any privileges (including voting rights) of the club until good standing status is re-established.

Section 3 – Membership Voting

Each membership (in good standing and excluding Social) shall be entitled to one vote under the following guidelines:

A vote may be cast either in person or by absentee ballot on all issues requiring General Membership voting with the exception of By Law changes, dues and initiation fee adjustments. These changes will require “in Person” voting.

Absentee ballots may be requested from the secretary upon receipt of membership meeting announcement. Signed and returned absentee ballots will be kept sealed (by the secretary) until the night of the meeting. Absentee ballots must be filled out and returned by the member. Email is permissible; however, only one absentee ballot per email address will be acceptable. In the case of illness or emergency circumstances, the secretary is to be notified and other arrangements made. Phone in votes are not acceptable. If the election of any position ends in a tie, the winner will be selected by a re-vote of the membership that is present.

Section 4 – Applying, Accepting, and Revoking Memberships

The procedure for applying, accepting, and revoking memberships in this organization shall be as follows:

- (a) Applications for membership shall be made on a form established for that purpose and shall be accompanied by the required dues and initiation fees. When the form has been endorsed by five members of the organization (who are in good standing), the application will then be posted on a bulletin board on the club premises. The application will be voted on to obtain board approval at the subsequent board of director’s monthly meeting.

- (b) Any member in good standing objecting to the new applicant will make their objections known to a board member or the Chairman of the membership committee prior to the board meeting at which the applicant will be considered for membership and voted on. Two-thirds approval of the Board of Directors is required for acceptance of any application for membership.

- (c) The Membership Chairman shall notify the applicant of the acceptance to membership and shall issue the necessary credentials covering the membership.

- (d) Membership in this organization shall terminate by a two-thirds vote of the Board of Directors for the following reasons: Conduct unbecoming to a member of a family type organization; violation of established club rules; failure to pay dues in accordance with Article III, Section 2, and Section 6. The Board of Directors shall investigate all terminations or suspension recommendations. Termination or suspension of membership privileges may be used as a disciplinary measure by two-thirds vote of the Board of Directors. Upon receipt of any complaint regarding any member, the Membership Chairman will immediately notify the offending member of the complaint as made and of the place, time, and date of the meeting of the Board of Directors at which the complaint will be acted upon. Such offending member shall be given an opportunity to attend such meeting of the Board and to present such facts as he or she may desire to explain or deny the complaint as made. Failure of a member to attend the meeting to provide defense will place the board in a position to make decisions based on the original statement presented to the board.

Section 5 – Dues and Initiation Fees

Initiation fees and current dues are to be established at the November General Membership meeting by a 2/3 majority vote of the members present at the meeting. Collection of the initiation fees shall be at the discretion of the board. Payment options for dues and initiation fees are established by the Board of Directors.

Section 6 – Delinquent Memberships

A membership becomes delinquent when dues or initiation fees have not been paid by the last day of the month they are due. The Treasurer shall notify the Membership Chair once any dues or initiation fees are 10 days past due. The Membership Chair shall notify the member to obtain reasons why the

payment is late and let the member know that they are approaching Delinquent status and that a penalty will be assessed at the end of the month as follows:

Adult and Youth Family	\$25.00 per month on balance due
Single, Youth Single and Senior62	\$15.00 per month on balance due
Social Family and Social Single	\$10.00 per month on balance due

Oaks Country Club makes every effort to bill all the members in a timely matter. However, if a member does not receive a bill, this does not relieve the member from paying a late fee. It is the member’s responsibility to pay all bills on time and if for some reason this is not possible, the member shall contact the treasurer. If the treasurer is not contacted, the bill will be assumed late and the late fee will be applied.

If the member still does not pay (without a valid reason for being late) after the last day of the month, the Membership Chair shall follow up with another phone call and then determine if the membership shall be put in delinquent status. Memberships delinquent for one month from the due date will be removed from the rolls of club membership and put on a list which will be posted (including amount owed) on the bulletin board. Delinquent members may not use any club facilities. If a delinquent member pays his bill plus the membership dues owed, it will be determined by the board if the membership is to return to “good standing.” IT IS VITAL THAT PAYMENT OF DUES IS **STRICTLY ENFORCED** IN ORDER TO MAINTAIN PROPER CASH FLOW FOR THE ORGANIZATION AND TO MINIMIZE TREASURY ERRORS.

Section 7 – Membership Status Types

- (a) Active Membership: A current dues paying member in good standing.
- (b) Inactive Membership: A membership that does not use club facilities because of temporary residence outside Calloway County or extended illness. This status may be requested for a minimum of one year and a maximum of two years. Inactive memberships have the option to pay twenty-five (25%) of current annual dues which will allow family members to continue with full membership privileges. **Note: The board reserves the right to review each case and determine appropriate actions.** The only exclusion would be a member who is returning from active military service and who left the club in good standing can reinstate his/her membership within six (6) months of discharge.
- (c) Suspended Membership: A membership which is denied use of all club facilities, but continues to pay dues until such time as the suspension is lifted or other action taken. A member may be suspended in accordance with Article III, Section 4-d. A second suspension during any two year period will result in the member being automatically expelled.
- (d) Expelled Membership: A membership that has been revoked by the Board of Directors in accordance with Article III, Section 4-d. Such expelled membership shall be transferred with the approval of the Board of Directors and subject to the conditions stipulated in Article III, Section 4-a.

(e) Divorced Family Memberships: If both parties wish to retain their membership 90 days from divorce, there shall be no initiation fee. If there are children involved, the custodial parent pays family membership dues, the other single dues. If no children, both pay single dues.

Section 8 – Selling Charter Memberships

A stock holding charter member, requesting that their membership be sold, shall be reimbursed their full \$300.00.

Section 9 – Maximum Number of Memberships

The Board of Directors shall establish and regulate the maximum number of memberships in the Club; however, the general membership by 2/3 majority can overrule the board on the number of memberships at a regular or special meeting.

Section 10 – Children Seeking Family Memberships

If an individual has been using the facilities of the club by virtue of a family membership and, such an individual’s married status changes so that they desire a family membership, they shall be given first consideration when a membership becomes available and shall be accepted subject to the provisions of Article III, Section 4-a.

Section 11 – Return of Charter Members

Charter members who have left the club and want to return must surrender their charter certificate when they apply for membership and pay no initiation fee but pay dues. If they leave again they must pay all dues to return. For divorced couples who were charter members, one can return and give up charter certificate and pay no initiation fee. The other must apply for membership and pay all fees.

Section 12 – Pro Shop Credit

No pro shop credit is allowed. Prepaid credit will always be accepted at any time. This rule has been put in place to prevent huge credit balances owed to the Oaks at the end of the year and to help maintain acceptable cash flow.

ARTICLE IV – OFFICERS AND ELECTIONS

Section 1 – Board of Directors Term Limits

The active management of the affairs of this organization shall be vested in a Board of Directors which shall be nine in number. Directors shall be elected by the general membership for three year terms. Succeeding Directors to replace those whose terms expire shall be elected for terms of three years in succeeding annual meeting. The Board of Directors shall always maintain (3) one year, (3) two year, and (3) three year positions. Only one family member at a time shall serve as an officer or board member. Family members may serve on committees.

Vacancies on the Board Membership caused by death, resignation or otherwise, shall be filled for the duration of the unexpired term of the Board Member involved by vote of the Directors. Nominations will be determined and voted upon by the Board of Directors at the next subsequent meeting. Directors shall not be elected for more than two successive terms. Partial terms do not apply toward the three year term.

Section 2 – Officer Elections

At the annual meeting of the organization the following officers shall be elected by the membership: President, Vice President, Secretary and Treasurer.

Section 3 – Nominating Committee Election

It shall be the duty of the Board of Directors, *at least* fourteen (14) days prior to the date of any annual meeting at which Directors are to be elected, to appoint a Nominating Committee; which committee shall have the duty to select and present to the annual meeting of the membership nominees to fill vacancies in the Board of Directors, and nominees for President, Vice-President, Secretary and Treasurer. Anyone running for an officer position or board of director’s position shall not be the chair or a member of the Nominating Committee. The name of any member (excluding social) in good standing may be nominated by the committee, except that no person may be nominated who has not agreed to serve. Nominations for membership on the Board of Directors may also be made from the floor, provided the person nominated is present and agrees to the nomination. This also applies to the election of officers of this organization. The election of the Board of Directors and officers shall be held by written and email ballot.

ARTICLE V – DUTIES OF OFFICERS

Section 1 - President

The President shall be the principal executive officer of the organization. The President shall preside at all meetings of the membership and of the Board of Directors, sign the records thereof, and together with the secretary, shall sign all certificates of memberships, contracts, leases, notes and other legal instruments or papers executed by this organization, and perform generally all the duties performed by presidents of like organizations. The President shall, with the approval of the Board of Directors, appoint the chairman of all committees; and shall be a member ex-officio of all committees except the nominating committee.

Section 2 – Vice President

The Vice-President shall perform all the duties of the President in case of the absence or disability of the latter. In the event both the President and Vice-President are absent or unable to perform their duties, the membership of the Board of Directors, as the case may be, may appoint a president pro-tempore. The Vice-President shall, in addition, serve as the chairman and the Tournament Committee.

Section 3 - Secretary

The Secretary shall keep minutes of all the proceedings of the membership and Directors' meetings and make a proper record of the same which shall be attended by the secretary. The Secretary shall keep such records as may be required of the Secretary by the Board of Directors, and shall issue and attest all Certificates of Membership, contracts, leases, notes and other legal instruments or papers executed by this organization, and generally perform such duties as may be required of the Secretary by the membership or the Board of Directors. Email is an acceptable means of communications to the membership. Communications will be posted on the clubs bulletin board for those without email accessibility.

Section 4 - Treasurer

The Treasurer shall receive and have in charge all money of the organization. The Treasurer shall be responsible for the keeping of an accurate record of receipts and expenditures and shall permit funds to be paid out only as authorized by the Board of Directors. Only the Treasurer or assistants, approved by the Board of Directors, may sign checks. The Treasurer shall be responsible to see that a statement of accounts is presented at each meeting of the directors and of the membership, and a full financial report at the annual meeting of the membership. The Treasurer shall be a member of the financial and budget committee meetings and play an integral part of the budgeting process.

Section 5 – Club Activities/Rules Enforcement

The Officers and Directors of the organization shall be responsible for conducting the club activities and business in keeping with the objects of the organization, and shall see that all rules and regulations necessary thereof are established and enforced.

Section 6 – Legal Documents

The President and Secretary shall be the proper persons to sign and issue all Certificates of Membership, contracts, leases, notes and all other instruments or papers executed by this organization and upon which the organization is to be bound.

Section 7 - Officers/Directors Transaction Limits

The Officers and Directors shall not obligate this organization for any expenditure of more than twenty-thousand (\$20,000.00) in any one transaction; however, a golf course equipment purchase or lease can be made up to fifty- thousand (\$50,000). A majority approval of the general membership is required for purchases above these limits. Any project and/or equipment that are projected to cost more than 0.5% of the total budget shall have a minimum of 3 estimates from 3 different vendors or contractors before granting said project and /or equipment. Any purchase by club for \$100.00 will require a signature from board member whose committee the purchase falls under.

Section 8 – Selling Oaks Country Club

Should this organization sell or lease land to another organization, the sale or lease price shall be agreed upon by 2/3 majority of the membership voting either in person or by proxy.

Section 9 – Assessment Voting

It is the duty of the Board of Directors to ensure that any assessments that are voted on and passed by 2/3 majority of the general membership voting either in person or by proxy shall be applied toward the assessment and no other expenditures. Records shall be kept indicating the entire assessment was utilized for said purpose.

ARTICLE VI – MEETINGS

Section 1 – Annual General Membership Meeting

The annual general membership meeting of this organization shall be held in each calendar year during the month of November at a date to be established by the Board of Directors; the membership is to be notified in writing or email at least fourteen (14) days prior thereto of the time and place of such meeting. Annual reports shall be received and Directors and Officers elected at the annual meeting.

Section 2 – Special Meetings

Special meetings of the membership of this organization shall be called and set by the Board of Directors with at least seven (7) days’ notice to the membership. The Board of Directors shall call a membership meeting for a limited agenda when so requested by a petition signed by fifty members in good standing.

Section 3 – Quorum Rule for Annual Membership and Board Meetings

Those members present in person or by absentee ballot shall constitute a quorum for the annual general membership meeting or special meetings. Six (6) voting members of the board shall constitute a quorum for meetings of the Board of Directors with 2/3 majority vote.

Section 4 – Officers/Directors Absent for Three Successive Meetings

A regular meeting of the Board of Directors shall be held each month on a fixed schedule as established by them. Special meetings of the Directors shall be held as called by the President. Failure of any Officer or Director to be present and attend three successive meetings shall be good cause to declare a vacancy in the office held by such Officer or Director; which such vacancy shall be filled by vote of the active Directors by the process stated in Article IV, Section 1.

ARTICLE VII – COMMITTEES

All committee chairs will serve as a communication liaison from their respective committees to the Board of Directors.

Section 1 – Membership Committee

The Chair of the Membership Committee shall be a member of the Board of Directors and/or officer as designated by the President with the approval by a two-thirds vote of the Board of Directors. Additionally, the Membership Chairman is to be on the Finance Committee. A membership committee shall be appointed annually, by the Membership Chair, and shall consist of not less than five or more than seven members. The Membership Chair is responsible for the development, and coordination of

new membership activities for the club. The primary focus of the Membership Chair should be to maintain an optimal membership level that will meet the existing financial budget. Other responsibilities include, but not limited to, are as follows:

- (a) The Membership Committee shall be responsible for maintaining the membership application form that will provide all the information necessary for new members. They will likewise be responsible for carrying out the provisions of Article III, Section 4, and all other regulations relating to applications for membership; investigation of all complaints and/or recommendations against prospective members and making a report to the Board of Directors without undue delay.

- (b) Membership report to the Board of Directors: Prior to the monthly board meetings the Chairman should gather all new applications for the respected month from the Pro Shop Director. From the newly submitted applications a report is tabulated that illustrates up to date membership status (Please see Attachment #MC-1) and a list of the respected new members including their email addresses (Please see attachment #MC-2). Copies of these reports are submitted to each board member. A vote is then obtained for approval of each member. Each new member then is personally called by the Membership Chair and welcomed to the club. Helpful topics of discussions are as follows:
 - 1) Club Benefits
 - 2) Being available to answer new members questions
 - 3) Obtaining permission to provide email communications regarding club activities and board minute reports

- (c) Membership Advertising: The Membership Chair and Public Relations Chair shall work together to develop an advertising program specific to new membership needs. This program should be presented to the Board of Director's for approval or adjustments during the January or February board meeting and recommended advertising dates are March and/or April of each respected year.

- (d) Membership Tracking Adjustments:
 - 1) Golf Members
The deadline date of the first payment is not due until January 31. For that reason, the Membership Chair will not have an accurate golf membership number until after such date.

 - 2) Social Members
Traditionally, social members do not make payments until the swimming season. Therefore, social memberships should not be tabulated until applications for new members or payments of past members are obtained.

 - 3) Conclusion

Due to items 1 and 2, the membership strength should be evaluated on a month of the year versus the same month of a different year. The goal of the Membership Committee is that this “adjusted” membership number be **at least** what the Finance Committee projected (back in September of the prior year) for its budget for that respected year.

- (e) Membership Report: The Chairperson will present a report to the General Membership concerning the past years membership activity. In addition present any opportunities and threats for the upcoming year, and invite any input of ideas or questions from the floor.

Section 2 – Rules and By-Laws Committee

The Chair of the Rules and By-Laws Committee shall be a member of the Board of Directors and/or officer as designated by the President with the approval by a two-thirds vote of the Board of Directors. A Rules and By-Laws committee shall be appointed annually, by the Rules and By-Laws Chair, and shall consist of not less than five or more than seven members. The Rules and By-Laws Chair is responsible for the maintenance and development of the Rules and By-Laws for the club. The primary focus of the Rules and By-Laws Chair should be to maintain the document containing the Rules and By-Laws of the club and make any edits necessary to keep the document as accurate and up to date as possible.

Other responsibilities include, but not limited to, are as follows:

- (a) The Rules and By-Laws Committee shall be responsible for maintaining all rules and by-laws for the club. They will likewise be responsible for reviewing any changes or recommendations from the Board or general membership for any revisions that may be necessary. The Chair shall schedule at a minimum monthly meetings to discuss any issues affecting the rules or by-laws of the club.
- (b) The Rules and By-Laws Committee shall be responsible for establishing rules and regulations pertaining to the use of club premises and property and the conduct of members and guest while on club premises. To assure the carrying out of the club program, rules to be established by this committee shall include the following: rules prohibiting gambling in a professional manner, loud or boisterous conduct, or any conduct unbecoming a member of a family type club
- (c) Rules and By-Laws report to the Board of Directors: Prior to the monthly board meetings the Chairman should gather all new additions or deletions of any rules or by-laws and present them to the board. With board approval, the new rules shall be added or deleted promptly from the document and re-issued as a new revision level. Any By-Law revision must be voted on and passed by a 2/3 majority of the general membership as stated in Article VIII of the By-Laws before the document can be revised and re-issued.
- (d) Rules and By-Laws Report: The Chair shall submit its recommendations for rules to the Board of Directors. A two thirds vote of the Board of Directors shall be required for the adoption of rules recommended by the Rules and By-Laws Committee. Copies of the club rules will be posted on

club premises and provided for the membership. Any member may suggest changes or additions to the club rules.

- (e) The Board of Directors shall be responsible for establishing and enforcing rules and regulations.

Section 3 – Pool Committee

The Chair of the Pool Committee shall be a member of the Board of Directors and/or officer as designated by the President with the approval by a two-thirds vote of the Board of Directors. A Pool committee shall be appointed annually, by the Pool Chair, and shall consist of not less than five or more than seven members. The Pool Chair is responsible for the life guards, maintenance and coordination of all pool activities for the club. The primary focus of the Pool Chair should be to maintain the pool and life guards to a level that will meet the existing financial budget. Other responsibilities include, but not limited to, are as follows:

- (a) The Pool Committee shall be responsible for interviewing and hiring a head lifeguard with approval from the board. Head lifeguard qualifications shall include but not be limited to the following:
- Certification from the State of Kentucky
 - Maintaining pool including proper chemical application
 - CPR trained
 - Minimum of three years lifeguard experience
 - Minimum age of 19
- (b) The Pool Committee shall establish and present the job description to the Head lifeguard immediately after hiring. The Head lifeguard duties shall include but not be limited to the following:
- Attend the first board meeting after being hired and all board meetings during the pool season
 - Develop list of life guards to be interviewed and discuss with the board
 - Present quotes for all chemicals and other items to be purchased
 - Present status of pool equipment and any recommendations for repair and or replacement
 - Develop procedure for the sign-in sheet of all members and guests
 - Develop procedure for collecting money and turning it into the ProShop
- (c) Pool report to the Board of Directors: Prior to the monthly board meetings the Chair should meet with the Head Lifeguard and discuss any complaints, suggestions, or any other information they would like to present to the board for discussion.

- (d) Pool Report to the General Membership: The Chairperson will present a report to the General Membership concerning the past years membership activity. In addition present any opportunities and threats for the upcoming year, and invite any input of ideas or questions from the floor.

Section 4 – House and Grounds Committee

The Chair of the House and Grounds Committee shall be a member of the Board of Directors and/or officer as designated by the President with the approval by a two-thirds vote of the Board of Directors. A House and Grounds committee shall be appointed annually, by the House and Grounds Chair, and shall consist of not less than five or more than seven members. The House and Grounds Chair are responsible for the development, and coordination of new projects and or improvements for the club. The primary focus of the House and Grounds Chair should be to insure that existing buildings are maintained and that new projects are done in a timely and financially feasible manner. Other responsibilities include, but not limited to, are as follows:

- (a) Work in Progress

Section 5 – Public Relations Committee

The Chair of the Public Relations Committee shall be a member of the Board of Directors and/or officer as designated by the President with the approval by a two-thirds vote of the Board of Directors. A Public Relations Committee shall be appointed annually, by the Public Relations Chair, and shall consist of not less than five or more than seven members. The Public Relations Chair is responsible for the development and coordination of all publicized events both external and internal to the club. The primary focus of the Public Relations Chair should be to insure all events are well organized and coordinate all advertising of the events. Other responsibilities include, but not limited to, are as follows:

- (a) Work with Secretary to design and distribute the annual book
- (b) Work with Vice President on improving the Oaks website
- (c) Post, update, and maintain all bulletin boards on the grounds
- (d) Work with membership committee in implementing new ideas
- (e) Public Relations report to the General Membership: The Chair will present a report to the General Membership concerning all events, suggest improvements that could be made in the upcoming year, and entertain any new ideas from the floor.

Section 6 – Finance Committee

Work in Progress

Section 7 – Pro Shop Committee

Work in Progress

Section 8 – Greens Committee

Work in Progress

Section 9 – Senior Golf Committee

Work in Progress

Section 10 – Social Committee

Work in Progress

Section 11 – Cart Shed Committee

Work in Progress

Section 12 – Tournament Committee

Work in Progress

Section 13 – Lease and Contract Chairman (Review all leases and secure quotes from vendors)

ARTICLE VIII – AMENDMENT OF BYLAWS

These bylaws may be amended at a meeting of the membership of this organization by two-thirds (2/3) vote of the membership present, provided, however, that notice of the proposed amendment and the place, date, and time of the meeting must be given to the membership by mail or email at least fourteen (14) days prior to the date of such meeting. All amendments must be included in the minutes and in addition, the bylaws must be promptly updated by the Secretary.

ARTICLE IX – RULES OF ORDER

The rules contained in Robert’s Rules of Order (Revised) shall govern in all cases where they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE X – RULES

IMPORTANT FEDERAL REQUIREMENTS

Because of a ruling by the IRS regarding the records that must be kept by the club, every member playing golf MUST register at the pro-shop each day they play. Members using the swimming pool MUST register with the pro shop or lifeguard.

Anyone in charge of any club activity will be responsible for keeping an accurate record of the receipts and disbursements connected with the event and reporting to the club treasurer for including in the

annual tax return. This includes, but is not limited to, golf tournaments, twilight golf, ladies golf, men's stag night, ladies night, ladies bridge, and couples bridge.

Any fees for guest of club facilities must be recorded who paid the fee (paid by guest or paid by member). No green fee will be charged to Active members of the Armed Forces, Quad-State Turf Grass Association, golf professionals, or Superintendents. Out of county immediate family guest pay half green fees.

Upon proper introduction to the Pro Shop Manager, prospective members who are unfamiliar with the golf course, may pay applicable fees and play three times. This provision is not intended to be used to circumvent club rules concerning non-member play.

Authorized non-members may use their own golf carts but will be charged a \$20.00 (plus tax) per day trail fee (Oaks Invitational Tournaments excluded) which may be collected and retained by the Pro-Shop Manager. Both electric and gas carts are allowed.

There is a Swap Day between Murray Country Club and Oaks Country Club on the first and third Monday of each month. Play at these times will be without payment of green fees but will be charged a cart fee unless walking.

The policy regarding public tournaments is as follows:

1. For all outside tournaments, the groups making the request will pay a use fee to the club.
2. Tournaments will not be held on weekends or holidays.
3. The course will not be closed to other club members not participating in the tournaments. This will be accomplished by having all groups start on #1 tee instead of shotgun starts. Other members may then tee off ahead of or behind the tournament groups on #1 or go to #10 until the first tournament group finishes the front nine.
4. The tournaments must not conflict or interfere with other related club activities including major social events, cookouts, etc. In addition, all scheduling need of the Oaks Country Club will have priority.

OUT OF COUNTY GUEST PRIVILEGES

Residents from outside Calloway County may pay appropriate fees and use Oaks club facilities, except such persons MUST be accompanied by and playing in the group with an OAKS member, on weekends and holidays.

For purposes of determining “Residence Status” for the privilege of using OAKS facilities as an “Out of County Resident, Murray State students are considered to be residents of Murray and Calloway County, regardless of official “Home Address”, and are, therefore, not eligible for such privilege.

Section 1 – Golf Course Rules and Etiquette

1. All players must register at the Pro Shop.
 2. Parents will be responsible for the actions of their children, whether present or not.
 3. No bathing suits allowed on the course.
 4. All players must wear shirts
 5. No one may tee off from other than #1 tee, without permission from the Pro Shop.
 6. No more than one person may play from the same bag.
 7. No more than four persons may play as a group between April 1 and September 30. A group of 5 is allowed from October 1 to March 31 with the following requirements:
 - a) Any group of more than four persons must IMMEDIATELY allow a group of less than five that catches up with them and is waiting to hit their next shot, to play through and proceed. This requirement is NOT applicable when the group “catching” the group of five, starts their round on a hole other than #1, unless circumstances are such that starting on said hole is DIRECTED by the Pro Shop Manager.
 - b) Only one golf cart, containing one occupant, is allowed in the group. All other carts must have two occupants.
 - c) Complaints that these requirements are being ignored will be cause for rescinding this privilege.
- During the October 1 to March 31 days, special approval for more than 5 players is left up to the discretion of the Pro Shop Manager.
8. Only club members, out of county guests, and approved personnel will be allowed on course except on designated days. Prospective members are allowed to play with a purchase of a green fee maximum of three visits.
 9. Please do not litter course with bottles, cans, or paper.
 10. Keep carts away from greens and tees and behind designated signs.
 11. To avoid damage to greens, please repair all ball marks and use extreme caution with clubs, spikes, and flag sticks.
 12. No player(s) should play until they are sure those ahead are out of range.
 13. All players should play without delay and slow players should allow faster players to play through.
 14. After a reasonable amount of time, a player searching for a lost ball should let others play through.
 15. Players should leave green immediately when hole has been completed.
 16. Players should rake out all ball and foot prints from sand traps before leaving.
 17. Players may be barred from course if they ignore rules and regulations.
 18. No searching for golf balls by non-participants during tournaments.
 19. Do not take divots with practice swings.
 20. No more than two (2) carts per foursome starting on #1 or #10 tee.

21. Any member who feels they have physically impaired reasons may apply by application for a privilege flag. An application may be obtained from the pro-shop, and will be presented to the Board for consideration.
22. All males over the age of sixty-five (65) and twelve (12) and under have the option of teeing off from the yellow senior tee box.
23. Nine holes could be closed for maintenance once a week from 8:00am to 3:00pm. Play may continue on the nine holes left open.
24. Anyone giving golf lessons at Oaks and charging a student fee must pay Oaks 10% of that fee.

Section 2 – Cart Shed Rules

1. All cart sheds are owned by Oaks Country Club, including cart sheds built by the membership. Members are renters.
2. Cart sheds cannot be included in cart purchasing transactions between members or prospective members
3. When a member wishes to discontinue their rental of a shed, it is the individual's responsibility to immediately notify the Chairman of the Cart Shed Committee or the Pro Shop Manager, who in turn, will notify the Treasurer, and the Superintendent. The Superintendent will then place a lock on the vacant shed.
4. The Cart Shed Committee Chairman (while informing the Treasurer) will be the only individual maintaining and updating a record of shed renters and is given the sole responsibility of assigning shed based upon an accurate waiting list that only the Chairman maintains.
5. An up-to-date waiting list for cart sheds will be posted on the outdoor bulletinboard, located at the club house, on an on-going basis.
6. Any cart sheds built in the future must meet specific guidelines as specified by the Board of Directors.
7. When a shed becomes vacant, members on the waiting list who do not already have cart sheds will be given first right of refusal to receive a shed over members who already have one.
8. When a member on the waiting list exercises their first right of refusal, they will stay on the cart shed waiting list but will be placed at the end of the list.
9. It is the renter's responsibility to keep a lock that has been approved by the Cart Shed Chairman on the cart shed door. Any lock that has not been approved shall be cut-off by the Cart Shed Chairman and replaced with an approved lock supplied by Oaks Country Club. The renter must pay for the lock at the pro shop to obtain a key for the newlock.
10. Cart sheds cannot be exchanged (swapped) between renters without permission from the Board of Directors and Chairman of the Cart Shed Committee.
11. All family memberships sharing a cart shed will have their names on the list as renters. If they wish, they may continue renting the shed even when one or more of the family do not wish to rent or are unable to rent the shed.
12. Oaks Country Club is not liable for items stolen or damaged.

13. No one under age 16 shall drive a golf cart owned or leased by the club. Members allowing minors to drive personal cart must sign a responsibility waiver at the club house for any damage on Oaks property. Any misuse of carts will be dealt with on a case by case basis.
14. Players cannot ride on the back of golf carts.
15. Members or guests (who do not pay trail fees) using other member's carts rather than renting a cart shall pay a regular golf cart rental fee to the pro shop which is good for all day.

Section 3 – Pool Rules

1. **All swimmers at Oaks Country Club swim at their own risk.**
2. All persons (children and adults) **MUST SIGN IN** upon entering the pool area. An emergency phone number should be on file with the lifeguard at all times.
3. Parents or guardians should never leave a small child unattended. No children under 10 admitted unless supervised by a responsible person at least 16 years of age. The lifeguards may at their discretion, restrict small children and non-swimmers from the deep end of the pool.
4. Shower before entering the pool.
5. Lifeguard instructions must be followed. Parents, adults, and other members who have a concern regarding lifeguard decisions should notify a member of the pool committee.
6. **ABSOLUTELY NO RUNNING!!**
7. No dunking, pushing, spitting, or horseplay – anything dangerous or annoying to other bathers. No tennis balls allowed in the pool.
8. No alcoholic beverages in the pool area.
9. No glass containers in the pool area; however, approved beverage containers (plastic, Styrofoam, etc.) may be used.
10. Do not sit, stand, pull, or hang from the ropes in the pool.
11. No one permitted in the pool with open wounds, sores, or bandages.
12. No ball playing or floats when pool is crowded.
13. Do not drag or remove cushions from the pool furniture.
14. Parents will be responsible for the actions of their child/children, whether present or not.
15. Provisions for non-member baby-sitters are available. This provision provides our exiting members the privilege of having their child's baby-sitter accompany the member's child/children. **This provision does not allow non-member babysitters to bring their own children to the pool.** The pool card for non-member babysitters shall be \$50.00 per season and may be purchased through the Pro Shop. Non-member Baby-sitters must have a pool card in their possession in order to enter the pool area with the child/children they are to baby-sit. Unless the card is presented, non-member babysitters and child/children they are to baby-sit, will be asked to leave.
16. Tuesday is guest day for county visitors with a member. An admission fee is payable to the lifeguard. Out of county visitors with a member are allowed anytime with an admission fee determined by the Board of Directors payable to the lifeguard. All visitors shall receive a hand stamp upon paying the pool fee. The lifeguard is responsible for submitting the

money and sign-in list to the Pro Shop Manager at the end of each day. Please check bulletin board for weekly changes or added functions.

- 17. Persons who persist to disobey the rules will be rejected from the pool (3 warnings and you're out for the day). The lifeguards have been instructed to strictly enforce this rule in order to promote a safe water environment.
- 18. Please use the trash cans & pick up after yourself and those with you.
- 19. No pets allowed in the pool area at any time.
- 20. To ensure admittance to the pool, the names of all members and their children should be on file with the Secretary of the club. A copy of this list shall also be furnished to the head lifeguard.
- 21. Anyone giving swimming lessons at Oaks and charging a student fee must pay Oaks 10% of that fee.

Pool Hours are as follows:

Monday	10-8
Tuesday	10-8
Wednesday	10-8
Thursday	10-8
Friday	10-8
Saturday	10-8
Sunday	12-8

Section 4 – Club Rules

- 1. NO SMOKING is allowed in any indoor facility.
- 2. No bathing suits are allowed in any indoor facility with the exception of the Pro Shop. Cover-ups are mandated beyond entrance gate to the pool.
- 3. Jogging and walking is permitted before 7:30am.
- 4. Complaints against an employee and/or service of the Country Club should be handled as follows:

Pro Shop, Golf Course, and Pool Issues should be submitted to the respected chairperson of each committee, NOT THE EMPLOYEES.