

# **The Salem Country Club**

## **Salem, Ohio**

### CODE OF REGULATIONS

#### ARTICLE I. MEETINGS

##### Section I. Annual Meeting

The regular annual meeting of members shall be held at the Clubhouse, or at some place in the City of Salem selected by the Board members on the second Monday of November of each year. The time and place of the meeting shall be designated in the notice thereof. At this meeting the budget and financials will be reviewed for both the previous year and the next fiscal year to be voted on by the membership.

##### Section II. Special Meetings

Special meetings may be held at any time upon call of the President or a majority of the Board or upon written request of 30 members in good standing. Good standing is defined as members who are current with their annual dues and/or not under disciplinary action.

##### Section III. Notice of Meetings

Notice of all annual and/or special meetings shall be mailed to each member whose name appears in the membership roster and is in good standing. Notification will come from the Secretary of the Club at least ten days prior to the date of such meeting and shall briefly state the subjects to be discussed.

##### Section IV. Quorum

A quorum for the transaction of business at any annual meeting or special meeting of the Club shall be constituted of at least five percent (5%) of the total membership in good standing. Should no quorum be present at any meeting, the President shall adjourn the meeting and select a new day and hour to continue.

##### Section V. Voting

At any official meeting, only one member per household in good standing may vote. At any meeting of the membership all questions, except those decisions of

which is regulated by statute or is otherwise specially provided for herein, shall be determined by majority vote of the members present. In the event of a tie vote the presiding officer at the meeting shall cast the deciding vote.

## Section VI. Order of Business

Unless otherwise ordered by a majority of the members present, the order of all business at annual and/or special meetings of the members of the Club shall be as follows: (1) roll call (2) reading of minutes (3) reports and statements of officers and committees (4) unfinished business (5) new or miscellaneous business.

## Article II. MEMBERSHIP

### Section I. Admission to membership

Application for membership in any classification shall be made in writing on forms prescribed by the Board, and shall state the name and place of residence of the applicant and shall be filed with the Secretary of the Club. The Board shall pass on all applications for membership; shall receive, consider and treat as confidential all communications with reference to such applicants, and shall vote separately on each name. Upon the affirmative vote of a majority of the Board, the applicant shall be admitted to membership.

Any full-paying member in good standing, who resigns, may apply to the Board for reinstatement within 2 years, and if so reinstated shall not be charged the initial membership fee. However, the application fee of \$50 must still be paid.

### Section II. Limitation of Membership

Active Members- There shall be a maximum of 250 full paying members to the Salem Country Club, Inc. The Board shall have discretion to open the Club to additional full paying members, except that the Board shall not increase the full paying membership beyond 250 without the consent of the membership. Full paying membership shall extend the privilege of the group to all the immediate family of such member, limiting children included in the family membership to children under the age of 25 years and living at home, exclusive of married children. Upon reaching the age of 25 years the adult child of the member shall no longer have membership status and shall at that time apply for individual membership. Such additional memberships shall not require a waiting period.

- A member must be 13 years or older to be “dropped off “or left at the club by a parent, guardian or babysitter.

## EXCEPTIONS TO FULL PAYING MEMBERSHIP:

1. Widows: Members who become widowed will be entitled to a fifty percent (50%) reduction in annual dues. Application for such a reduction should be made to the Secretary by the interested party. This clause remains in effect until remarried.
2. Divorced Couples: When a member couple becomes divorced, each party is entitled to a membership without paying another application fee as long as current membership continues. Each party would then be required to pay the full amount of annual dues. However, if the full paying membership is at its maximum (250 members), then the first of the divorced parties to notify the Club's Secretary of the change in the membership status, and the other divorced party shall go to the head of the waiting list upon making application with the Club's Secretary.
3. Senior Membership: A Senior membership would be available to any current member age sixty (60) or over, having been a member in good standing for ten (10) consecutive years or more prior to making application for said senior membership. Application for a reduction of fifty percent (50%) in the annual dues must be made to the Secretary. A senior member will retain the same rights and privileges as the full paying member. These senior members will not be counted among the 250 full paying memberships. *Senior members are entitled to bring children and grandchildren free of charge as long as the senior member is present with the guests. Any other guest(s) are subject to pay the guest fee.*
4. Patron Membership: Any member who has been a full-paying member for at least 20 consecutive years will be eligible for a half-price reduction (50%) of their dues. A patron member will retain the same rights and privileges as the full paying member. These patron members will not be counted among the 250 full paying memberships.
5. Board: Members of the Board shall not be included in the count for status of full paying memberships; however, they shall retain all their rights and privileges as a full paying member.

### Section III. Nontransferable Memberships

No person shall be permitted to sell or transfer his or her membership.

### Section IV. Discipline

If the conduct of any members shall appear to be in willful violation of the Code of Regulations, bylaws or rules of the Club, prejudicial to the Club's interest, the Board may suspend or expel such members. Before taking such action, a written copy of the charges must be served upon the member and an opportunity given to him or her to be heard before the Board or by a Committee appointed by the Board for such purpose. This hearing may be held at the next regular meeting of the Board or Committee appointed thereby or at a special meeting held for that purpose. An affirmative vote or 2/3 of the members of the Committee appointed by the Board shall be required to enforce the suspension or expulsion. Said suspension or expulsion may be appealed to the Board by the suspended or expelled member by submitting a written request to the Club Secretary for an appeal, prior to the next regular meeting of the Board.

Further, the Board may authorize a contractual agreement with security services which provides that security forces, in accordance with that agreement, may suspend membership privileges until the next regular meeting or special meeting of the Board or its appointed Committee, which suspension shall be then acted upon as stated herein. Any member so suspended shall, during suspension, be refused admittance to the grounds. Any member so expelled shall be refused admittance to the grounds, and any active member so expelled shall turn in his or her membership stickers to the Secretary of the Club. In the event of said expulsion, the member shall be entitled to no refund or credit.

### ARTICLE III. FEES, DUES, AND ASSESSMENTS

#### Section I. Application fee and Membership Dues etc.

An application fee of \$50 shall be assessed for each new membership or reinstatement of membership. This fee is due with the initial payment (installment).

The dues of all active members shall be payable one-half on or before June 1<sup>st</sup>, and one-half on or before December 1<sup>st</sup> of each year. From time to time as the Board determines it's needed, a dues increase will be brought to the Membership Annual Meeting for voting. The membership will be notified of an increase in dues by mail.

#### Section II. Indebtedness

##### A. Termination

Any member, who is delinquent in paying dues or assessments, shall be notified in writing by the Club Secretary, shall be reported to the Board as being delinquent, and shall be automatically suspended.

## B. Re-Instatement

Any member whose membership was automatically suspended for failure to pay dues or assessments may be re-instated to a full paying member provided they comply with the following conditions:

1. Requests reinstatement and payment of all back dues and/or assessments including the reinstatement application fee.
2. Payment of the half year's dues and assessments must be paid upon acceptance.

## ARTICLE IV. GUESTS AND NON-MEMBERS

### Section I. Guest-Limitations

- Guests are permitted only with a member in good standing and will be admitted upon payment of the guest fee by accompanying member. Guests have full use of Club facilities during their visit. Each member is responsible for their guest and shall adhere to all rules and regulations of the Club.

### Section II. Out of Town Household Guests-

Guests, who are not residents of Salem or surrounding townships, though residing with a member for an extended period, may have Club privileges without charge after five (5) paid visits. After the 5 paid visits have been completed, a special pass will be provided by the Club Secretary, at no charge, for the duration of the stay.

### Section III. Guest Fees

Guest fees are \$4/person/day. All guests must be accompanied by a member in good standing and shall adhere to the Club rules and regulations.

Unconditional guest passes are available at \$50.00 each (limit two (2) per membership). There will be no limit on the number of times a pass may be used, nor on the number of times a guest may enter the Club. However, the member MUST be present at the Club when using the pass for a guest and only one guest per pass may be admitted. No "drop-off" guests will be permitted. We are encouraging members to obtain passes before the season begins. The guest pass application can be obtained from the Club Secretary or Treasurer. Passes will still be available all summer with a three (3) day turnaround. The passes will be kept in the guard shack and transferred from the "inactive" to the "in use" box

when a member registers their guest(s).

#### Section IV. Organizational Group Rules

A group is a single gathering of 10 or more persons. All groups must register so the Board and the Caretaker can prepare facilities and provide adequate security and lifeguards. **Reservations can only be made for the current calendar year.**

In order to reserve the Clubhouse, Lake House or Pavilion you will need to contact the Board member in charge of groups and receive confirmation back of the request. A \$25.00 reservation fee will be assessed and is non-refundable. When reserving a building or pavilion. The fees remain the same at \$4.00 per guest. The cap on guest fees is \$400.00, ( First 100 guests charged at the current guest fee ). You may reserve the Clubhouse, Lake House or Pavilion during the off season (Off season is Tuesday after Labor Day to the Thursday of Memorial Day weekend) for a flat fee of \$75.00.

#### ARTICLE V. The Board

##### Section I. Election of Board Members

A) To be eligible for a Board position, the candidate must have been a member in good standing and not had disciplinary action one full calendar year prior to their request to be placed on the ballot.

B) The election of Board members shall be held at the Annual Membership Meeting or at a special meeting called for that purpose. The election shall be by ballot and a majority of all votes cast shall be necessary for appointment.

##### Section II. Number of Board Members

The number of Board members shall be nine (9), and they shall be elected for a term of three (3) years and shall hold office until their successors are elected and qualified. Three Board members shall be elected each year for a term of three (3) years. No Board member elected under this code for a term of three years shall be eligible for more than three consecutive terms.

One Honorary Board member may be appointed at the discretion of the President for a one-year term. Said Honorary Board member may attend the Board Meetings, but shall not have voting privileges.

A board member cannot miss more than 3 board meetings per year. Upon missing the fourth meeting the board member will be notified that their position

will be up for election at the next annual meeting. The board member may run for reelection at that time. If said person is not reelected or decides not to run again then the new member will fulfill the term of the vacant member.

### Section III. Vacancy on the Board

The President of the Board shall have the right to appoint a new member at (his/her) discretion to fill a vacancy on the Board, subject to committee approval.

### Section IV. Nominating Committee

A nominating committee composed of three (3) Board members and three (3) members-at-large, appointed by the President, shall nominate the candidates for the office of The Board each year. At large nominations may be accepted at the Annual Membership meeting.

### Section V. Duties of the Board

The Board, with full confidence of its members, shall have full administrative and fiscal management responsibility for all Club business. 10% of dues to be split and used only towards capital improvement, equipment or land purchases, the board may choose these projects and use the money for capital improvements. Any projects exceeding \$5,000 shall be taken to the membership at large. The board must keep a \$40,00.00 in savings as an emergency operating fund, not to be used unless the membership has voted to do so, at the annual meeting or a special meeting called under article 1 section II.

Any Officer of the Club may be removed by the Board after being given notice in writing of the reason or reasons for removal and after being given an opportunity to be heard by the Board at a meeting thereof called and held for that purpose. An affirmative vote of two-thirds (2/3) of the Board present at said meeting shall be required to effect such removal.

The Board shall employ a Caretaker and sufficient other personnel necessary for the proper maintenance of the Club and designate their salaries and define their duties.

### Section VI. Board Meetings

The regular meeting of the Board shall be held once a month at such time and place as they may determine. The President may call special meetings of the Board with Five (5) Board members constituting a quorum.

## ARTICLE VI. OFFICERS

Immediately following the annual election of the Board, the Board's members shall meet and elect a President, Vice-President, Secretary and Treasurer. These Officers shall not serve more than three consecutive terms. (This only applies to Board members). The offices of Secretary and Treasurer may be held by persons outside of the Board and/or both positions may be held by the same person. Persons elected to the offices of President and Vice-President must be elected by the Board.

## ARTICLE VII. DUTIES OF OFFICERS

### Section I. President

The President shall preside at all meetings and perform duties that are required of the office. The President has veto power and may cast the deciding vote in case of a tie.

### Section II. Vice-President

The Vice-President shall perform all duties of the President in the event of the President's absence or disability. In the event both the President and Vice-President are absent or unable to perform their duties, the members of the Board may appoint a President Pro-Tem.

### Section III Secretary

The Secretary shall keep an accurate record of all transactions of the members and Board; he/she shall give all notices provided by the Code of Regulations or by-laws of the Club. He/she shall keep a proper Secretary's book and shall properly record all minutes of the members and Board meetings and such other matters. He/she shall attest all memberships and generally perform such duties as may be required by members or Board. If position of Secretary is filled by a non-Board member they shall not have Board voting privileges. The position of Secretary is subject to a three-term limit.

### Section IV. Treasurer

The Treasurer shall receive and safely keep all monies and shall disburse under the direction of the Board. Proper vouchers shall be taken for such disbursements. It shall be his/her duty to keep an account of the finances of the Club on the books, and these books shall be open for inspection and

examination by Board at any and all reasonable times. He/she shall perform all such duties as may be required of him/her by the President or the Board. If position of Treasurer is filled by a non-Board member they shall not have Board voting privileges. The position of Treasurer is subject to a two-term limit. Should no treasurer be appointed, the Board reserves the right to hire a non-board member to fill the position. The Treasurer, if outside of the Board, will be subject to the same review process as the caretaker and/or all full time employees.

#### Section IV. Board Compensation

- A. President, V.P. and Treasurer are to have their membership dues waived. The V.P. must be head of LSG, Snack Shack or Lifeguards.
- B. Secretary and reservations combined to one position and will have dues waived as long as the position is combined
- C. Remaining Board positions are to receive ½ of their membership dues paid
- D. One free Locker Rental
- E. One free building rental

#### ARTICLE VIII. COMMITTEES

The committees shall be limited to a maximum of twelve (12) in number:

1. Lake, Swim & Grounds
2. Lifeguards
3. Patrol Services/Security
4. Snack Shack
5. Finance
6. Public Relations / Membership
7. Membership Activities
8. Groups
9. Disciplinary / Legal
10. Fundraising

The Chairperson of each committee must be a member of the Board but the other members of the committee do not need to be on the Board. All committees shall be appointed by the President, subject to the approval of the Board. In addition to the ten (10) committees, the President, with the approval of the Board, may create and appoint such temporary committee(s), as he/she deems suitable and proper. The duties of the temporary committee(s) must be detailed by the President and presented for approval by the Board. The committees shall be subject to changes in direction and control of the Board who shall from time to time alter their duties.

## ARTICLE IX. REPEALS AND AMENDMENTS

This Code of Regulations may be repealed or amended by two-thirds (2/3) vote of the members present and entitled to vote at any regular or special meeting called for that purpose.

Amended as of November 11, 1991  
Amended as of November 9, 1992  
Amended as of November 10, 1997  
Amended as of November 13, 2000  
Amended as of November 12, 2001  
Amended as of November 10, 2008  
Amended as of November 16, 2011  
Amended as of November 12, 2012  
Amended as of November 11, 2103

## **STATEMENT OF DISCIPLINE**

**The Board has been entrusted by the membership to see that the Club grounds are kept in good condition and that all members can safely enjoy themselves. To ensure that these conditions continue, it is very important that all Club and Board members and their guests follow certain guidelines on conduct that have been established in the past and those currently in the rules and regulations manual.**

The Board, along with the Caretaker, security, and lifeguards, have been given the authority to enforce these guidelines on conduct and to remove any member or guest from the Club grounds for misconduct, pending a hearing before the disciplinary committee. Perry Township police will be called when necessary.

Our goal is to provide each member of the Club with a place they can be proud of and safely enjoy. With your cooperation, this goal can be achieved.

We hope you enjoy everything YOUR club has to offer!

The Disciplinary committee and the SCC Board.