

COMMITTEE RESPONSIBILITIES

FINANCE

The committee shall have general supervision over the finances of the club. It shall cause an examination to be made annually by a certified Public Accountant of the books and records of the club. The finance committee shall make recommendations to the Board of Directors and periodically apprise membership regarding Club finances, if/as necessary and appropriate. The finance committee shall prepare a recommended budget to the Board of Directors each year at or prior to end of the fiscal year.

PERSONNEL, POLICY, AND BY-LAWS

The personnel committee will be responsible for making recommendations to the Board of Directors for the employee needs of the club, including compensation, benefits, and other employee related programs. The committee shall ensure that an annual performance review is completed for employees of the club and other staff. This committee shall be responsible for recommending any proposed by-law or policy changes for consideration by the full board.

MEMBERSHIP

The membership Committee shall be responsible for investigating and acting upon all applications for the membership in the Club. The membership committee chair will bring the nominees for membership to the board and a simple majority affirmative vote of all board members present shall be necessary for an applicant to be approved for admission as a Club Member.

FACILITIES

The facilities committee shall see to the maintenance and repair of all physical structures and grounds of the club. It shall promulgate such rules and regulations as may be required for the maintenance of good order within the clubhouse. The committee shall also be responsible for the beautification plan, procurement, planning cultivation and routine maintenance of all shrubbery, plants, flowers and grass adjacent to the clubhouse and extending to the parking lot.

OPERATIONS

Responsibilities include Golf operations (golf shop, tournaments and junior activities), pool operations, room rental, food and beverage operations and social events. The operations committee shall have general supervision over the operations of the golf course, pool and food and beverage and the clubhouse and the services rendered therein. Rules and regulations as deemed necessary to maintain order and safety are of primary importance. Operations committee shall, in cooperation with the professional staff, determine and implement all tournaments held for the enjoyment and competition of the club membership. The juniors shall be encouraged, with direction of the club professionals. The club professional will coordinate with local high school golf teams for practice and competitive events. The operations committee shall be responsible for all and any functions of entertainment, any such special activities that are performed or held on the premises of the Club. The committee shall also be responsible for seeing that all areas of the social activities function properly and to the satisfaction of the Board of Directors.

AD HOC COMMITTEES

OFFICER NOMINATION COMMITTEE

At the board meeting immediately after the annual membership meeting, the past years president, with the advice and consent of the Board of Directors, shall appoint a committee that will consist of not less than three (3) persons. It shall be the function of this committee to nominate candidates for the offices of president, vice president, and treasurer of the Board of Directors. The election of officers will take place at the next scheduled meeting in January or earlier as agreed to by the board members.

STRATEGIC PLANNING COMMITTEE

The president shall appoint the members of this committee. It shall be the function of this committee to continually monitor and plan for the long-range well-being of the club and perform other tasks and activities as assigned by the Board of Directors. The chairman of this committee shall make a report to the Board of Directors at least semi-annually.

GENERAL POLICES

The following policy is adopted to delegate to the General Manager (GM) responsibilities that are currently assigned to the Ponderosa Country Club (Club) Board (Board) in the bylaws.

Duties of the General Manager

The Board shall employ a full time General Manager (GM) to execute the policy decisions of the Board and to provide continuing professional management in the day-to-day activities of the Club. The GM shall retain, employ, dismiss, and determine the compensation of all employees under his supervision. All employees of the Club shall be subject to the direction and administration of the GM. Any dismissal of an employee of the Club shall be without prejudice to the contractual rights, if any, of the person dismissed. The GM shall have such other and further powers, duties and responsibilities as the Board may direct. The General Manager reports directly to the President of the Board. He or she works in tandem with the full body of the Board. The President will conduct the annual review of the General Manager.

Duties of the Board

The Board will provide overall policy guidance to the GM, who is responsible for the day-to-day operations of the Club. The Board will not direct an employee of the Club on any matter regarding the day-to-day operation of the Club. The GM will propose to the Board salary increases and performance awards for Club employees. Any member of the Board that objects to an operational decision of the GM will discuss their concerns with him/her before presenting the issue to the Board for consideration.

Poll the Board

In the event an issue with the club operation requires immediate attention of the President, or in his absence the Vice-President, may call for a poll of the Board. The person polling the Board will contact each member of the Board and present the issue as outlined by the president and record the vote. If the issue receives a majority of votes the action requested would be immediately approved and ratified at the next regularly scheduled Board meeting.

Policy Consideration

Committees will develop any policy proposals in their area of interest and recommend some type of action to the Board. The GM will review any policy proposal being considered by a committee prior to consideration by the full Board.

Food, Beverage and Merchandise Pricing

The GM is responsible for establishing all food, beverage prices based on the cost of goods, labor cost and the market. The Board will review any price increase that exceeds 15%.

Board Member's Oath

I do solemnly swear that:

I will to the best of my abilities establish the guiding policies of the club in accordance with the established objectives and trusteeship of the club membership.

I will represent the entire membership while serving as a Board member. My decisions will be based on what is best for the entire membership.

I will work together with directors, officers, and employees of the club including management of the club. I understand that the Board's responsibility is to develop policy and the day-to-day operation is the responsibility of the General Manager.

To the membership I pledge a positive attitude towards my position, fellow members and our employees and to lead in creating better member morale.

To my fellow Board members, members, our guests and employees of the Club I pledge civility, fairness, and integrity.

Before voting I promise to become fully informed on the issue and vote with the best interest of the membership in mind.

I promise to maintain the confidentiality in the proceedings of the Board outside the boardroom.

I will speak on behalf of the club only if specifically authorized to do so by the Board.

[So help me God]

Club Events

Staff will plan and conduct all events of the club. Included in these events are clinics, social events, food events, tournaments, and celebrations. From time-to-time staff will consult with committees regarding scheduling and costing the event.

Phone Use

The club phones are to be used for only business of the club or for members local personal business. Any use of the clubs phones for illegal purposes is strictly prohibited and violators will be subject to Board action.

Fishing

Fishing will be allowed on club property by members and their family. It is the member's responsibility to ensure their safety and proper etiquette while fishing.

Surplus Equipment

After staff declares equipment surplus it will be advertised in a trade publication for a specific time and that staff accepts the best bid.

Membership Suspension Policy

For any actions that are deemed unbecoming a member, a suspension will be levied as defined by the Board of Directors based on the gravity of the offense.

GENERAL CLUB RULES

1. The authority of club employees while on club property will be respected. Continued disregard of this authority by any member or their family shall be reported to the Board of Directors. The Board shall then take appropriate action.
2. Members and their guests are expected to refrain from the use of vulgar language while on club property that could be construed as offensive to other members, guests or employees.
3. Rules of common courtesy should be the controlling factor in a member's conduct while participating in any activities at the Ponderosa Country Club.

PERSONAL GOLF CARTS POLICY

Members may drive their personal golf carts to the club ONLY after receiving approval by the Club's General Manager. A trail fee of \$10 applies for use of personal carts for play. This allows unlimited use to play for the driver of the cart. The driver must be any member of the immediate family authorized under the cart owner's PCC membership and a licensed driver. Additional person(s) will be required to pay a rider's fee equal to that of PCC's current cart rental fee. The trail fee may be reviewed and adjusted annually by the GM with final approval by the PCC Board of Directors. Personal carts must be parked in area designated for carts.

The following conditions/restrictions apply:

- Cart(s) must be approved by PCC GM before being allowed access to club property.
- A maximum of three (3) carts per member may be registered
- Cart must have a standard body style, similar to PCC's fleet, and must be made by an approved supplier.
- Cart appearance must be maintained equal to or better than PCC's fleet.
- Members driving personal carts must not disrupt play to access club property.
- Any person allowed to operate golf cart on PCC property requires a valid driver's license.
- The cart owner is responsible to comply with all state and local laws governing the use of private carts on public streets.
- PCC does not provide storage for personal carts unless it is under a prior agreement.
- Only personal carts that may be driven to and from PCC are eligible. Carts that must be transported to PCC (i.e., by trailer) are prohibited.
- Operation of personal cart(s) on the golf course is subject to comply with all PCC cart rules and regulations, including but not limited to; restriction posting for "Carts on Path" and "90° rule", no carts on turf when frost exists, etc.
- Carts are required to have appropriate equipment to secure golf bag(s) during play.
- Check in at the Golf Shop is mandatory prior to carts on course/play.

Any damage to PCC property and/or injury to any persons while on PCC property due to misused of personal cart are the financial responsibility of the cart owner. PCC, PCC Staff or PCC Board of Directors will not be held responsible for any damages to, theft, or injury caused by personal cart use while on PCC property. In the event of a material violation of any of the above rules and regulations, the PCC GM in his/her sole discretion, may suspend or revoke any member's personal cart privileges.

SEXUAL HARASSMENT

We respect the dignity of each employee and believe that each employee should be free to develop fully his or her potential, neither hindered by artificial barriers nor aided by factors that are not related to merit. Therefore, it is our policy to maintain an environment for all our employees free of sexual harassment as outlined in Title VII of the Civil Rights code of 1964. Sexual harassment occurs when: (1) submission to the sexual advances of a member is a term or condition of hire, continued employment, or promotion; and (2) non-submission affects the employee's or applicant's hire, continued employment, or opportunity for promotion. Sexual harassment also occurs where members make unwelcome advances, abusive physical contacts, or repeated comments or gestures of a sexual nature, which create a hostile, offensive, or intimidating working environment or which interfere with the employee's work performance. Our policy is not intended to discourage innocent activities, such as compliments on personal appearance, which may contribute to healthy working relationships, good morale, and Club unity.

At the same time, certain conduct and comments of a sexual nature that may not amount to unlawful sexual harassment are inappropriate in the Club. We expect our Club members to always use good judgment and avoid even the appearance of sexual impropriety in all of their relationships with employees.

Members that are guilty of sexual harassment of employees will be terminated under section 9b of the Club by-laws.

DRESS CODE

Men – Golf: Slacks and other full-length trousers, or shorts that reach mid-thigh length must be worn. Cutoffs, running clothing, bicycling or other shorts are prohibited. (Denim is allowed.) All attire must be in good repair.

Women – Golf: Any clothing designed for golf is acceptable. The following is not acceptable: cut-offs, short shorts (*shorts must reach mid-thigh or longer*), tank tops and halter-tops. (Denim is allowed.) All attire must be in good repair.

Clubhouse: Golf attire, equivalent or better is encouraged when in and around the clubhouse. Cover-ups must be worn over swimsuits. Attire not permitted includes short shorts, tank tops, cut-offs, running shorts, and bicycling shorts. Any member or guest violating this policy will not be allowed to use the facilities nor be served. Members are responsible for the acceptability of their guest's attire.

Food & Beverage Staff: Employees working in the food and beverage service will wear Club-provided uniform shirts. Bottoms will be employee choice but must be in good taste and suitable for working in the food service area. Employees shall wear closed toed shoes.

LIQUOR POLICY STATEMENT

The Club has a responsibility to provide members and their guests with an environment conducive to warm, social gatherings, recreation, and camaraderie. Our responsibility to maintain a pleasant social environment must also consider the best interest of our members and the community, especially as it relates to the sale and consumption of alcohol. Ponderosa Country Club is committed to the responsible sale of alcohol and the ongoing education of our service staff in matters relating to alcohol. In the spirit of responsibility, we maintain our right to refuse service to anyone who may jeopardize his/her safety and/or the safety of others as a result of alcohol consumption. While we believe that the members of the Ponderosa Country Club possess a high degree of self-responsibility, we are committed to upholding the principles of responsible alcohol use while on the premises.

GUEST POLICY

1. A non-member may use the facilities of the Club if accompanied by a person entitled to use the facilities of the Club or is participating in a guest day event. Members may bring the same non-member to the club twice a month.
2. A house guest of a member (in good standing) shall pay an initial house guest fee of \$30, and play at the member rate for a period not to exceed a week, unless otherwise approved by the GM or Board.
3. A non-member who is an unmarried partner (cohabitating) or significant other (engaged) of a current member, will have unlimited access to the club only if accompanied by that member.
4. Members with non-member guests must sign-in at the Rose Room or Pro Shop when visiting the Club.
5. The guest policy will be monitored and if violated, an appropriate fine will be levied against the member, as approved by the Board.