

Montaup Country Club

Policies

The Montaup Country Club Board of Governors has approved the following Policies. Members are encouraged to review all Policies and refer questions and/or recommendations through appropriate channels. Policies are available to view in the clubhouse & online at www.montaupcc.com.

4/14/2025

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Private Golf Cart Policy

1. **Grandfather Clause:** Any member who had been designated as a 'co-owner' prior to June 28, 1993 shall be allowed to become the primary cart space occupant upon the termination of membership of the current 'owner'.
2. A member assigned a private cart space shall be designated as the 'primary cart space occupant'. The primary cart space occupant shall have the right to renew this designation on a yearly basis, providing he/she remains as a member in good standing and abides by all rules and regulations relative to private cart use.
3. Designated co-cart space occupant shall not automatically become the primary cart space occupant upon the termination of membership of the designated primary space occupant.
4. Any active member in good standing for a period of two (2) consecutive years may request in writing the assignment of a private cart space upon availability. Active Member Defined: Active voting eligible member.
5. Cart partners (co-assignees) must be an active member. There is no waiting period to become a cart partner.
6. The actual ownership of the golf cart shall not determine the designation of the primary cart space occupant or co-cart space occupant.
7. Upon the availability of a private cart space, the Board of Governors shall make the assignment based on the numerical order of the applicant on the private cart waiting list. Applicants will be assigned private cart spaces as they are vacated. Under no circumstances are private cart spaces allowed to be changed. **Exception:** Due to the dimensions of the golf cart assigned to space number 65 this golf cart will always be assigned this space. If the current owner of this cart decides

to sell this cart and purchase a new one, they will forfeit this space and have to take the next available space. In the event the golf cart assigned to space 65 is sold to a new assignee this golf cart will retain this space and will not be required to take the next available space. If the golf cart is sold to an existing private golf cart owner who already has a space, that owner will have to forfeit their current space.

8. Any member on a Board approved Leave of Absence loses private golf cart privileges for the duration of the leave. The member granted a Leave of Absence must continue to pay for the space in order to secure his/her designated cart space during the term of Leave. The cart and designated space will not be assigned to another member during the term of the Leave. The golf cart space will be reassigned to the primary cart space assignee upon return from the official Leave of Absence.
 - a. Co-assignee will have use of cart while primary is on official leave of absence. This use shall be limited to the first two approved Leaves of Absence.
9. Spouses shall be required to be listed as co-assignee on the same cart in order to inherit designated cart space.
10. Members assigned a private cart space shall be charged the monthly rate (annual fee/10 payments) from date of acceptance. Cumulative monthly payments not to exceed annual fee. Members assigned a private cart space from June 1st forward shall pay monthly payments for the remainder of the fiscal year (June, July, August and September).
11. As of February 13, 2023, no fiberglass hard cover protectors will be allowed to be placed on a private golf cart that is stored in the member golf cart parking lot, only soft covers will be allowed. In addition, no private golf cart shall exceed the width dimension (from driver side to passenger side) of 45 inches which includes the cart cover. Any private cart owner wishing to have a fiberglass hard cover on their golf cart or to exceed the 45-inch width dimension must first obtain approval from the Board of Governors.
12. **Grandfather Clause:** Current co-assignees of Honorary members (prior to September 2018) can continue to use the private cart. As of September 2018, any person granted an Honorary membership shall be allowed a co-assignee (cart partner) for a period not to exceed two (2) years. The two (2) year period is on a fiscal year basis and can only be used one-time per person. Any private owner as of February 13, 2023 will be allowed to keep their fiberglass hard cover on their cart regardless of size.

Private Golf Cart Owner Responsibility

1. A primary occupant may designate one co-occupant in writing and submit to golf cart chairperson. A member may be a co-occupant on one assigned cart space only. Any requested changes shall be submitted via the Golf Cart Chairperson to the Board of Governors for approval.
2. Private carts to be used only by the designated primary or co-occupant listed on cart space assignment list. An exception to this rule would be another person may use a person's private golf cart provided that either the primary occupant or the co-occupant is in the group.
3. Private carts may be fueled only in private cart space area. No unattended gas cans permitted on Montaup Country Club property.
4. Cart owners are responsible for maintaining carts with regard to overall appearance and general maintenance and subject to inspection by the designated Golf Cart Chairperson; this also applies to upkeep of cart space.
5. All private golf carts must be chained to pipe indicating cart space number and secured with a lock provided by Montaup Country Club.
6. All private carts shall exhibit cart space number on rear of golf cart. All other numbers are to be removed.
7. Golf cart operators must be 18 years of age or in possession of a valid driver's license.
8. Any member assigned a private golf cart space must acquire a pad lock from MCC at a cost of \$25.00. The \$25.00 is a deposit and will be refunded to the member in the event of resignation from MCC, willingly gives up the cart space, membership termination, or is deceased. The pad lock must be returned to MCC to qualify for the refund.
9. All carts assigned a cart space must utilize the lock provided from MCC. The cart chairperson will make periodic reviews of the private cart area to ensure all carts are locked when not in use. In the

event a private cart is not locked during one of these reviews the cart chairperson is authorized to apply a lock to the cart. If it is the first offense then the cart owner or co-assignee will have to contact the office to have the lock removed. If it is the second offense then the cart owner/co-assignee will have their cart privileges revoked for one week. At the end of the week the cart chairperson will remove the lock. In the event there is a third offense during a fiscal year then the cart owner will have their cart space privileges revoked.

10. To ensure the integrity and playability of the golf course all owners of private golf carts must follow the following guidance when replacing tires: The tire must be a stock turf type tire that matches the original tires on the golf cart. Prior to purchasing and installing any new tire it must first be approved by the course superintendent.

Failure to follow the above guidelines could lead to loss of private cart privileges.

Golf Cart Policy for Walking Impaired Members

Definitions-

- *Walking Impaired* – Any member who has a serious physical and visible problem walking.
- *Disability Flag* – A flag issued to walking impaired members for display on their golf carts to signify that they have special golf cart operating rights granted under this policy.

Policy -

- 1) Any member who received approval from the Board of Governors must follow the applicable rules as stated herein. Any violation of these rules will be just cause to rescind this privilege.

Procedures -

- 1) All requests for a Disability Flag shall be in writing to the Board of Governors, via the Golf Cart Chairperson. Applicants shall include a copy of the State Auto Registration/Identification Card showing a 'Handicap' designator.
- 2) The Board of Governors reserves the right to approve temporary and permanent Disability Flags on a case-by-case basis.

Documentary Approval -

- 1) Upon Board approval/disapproval, a copy of the request will be retained in the member file, documented in the monthly meeting minutes, and the Golf Cart Chairperson will notify the petitioner of same. The Board of Governors' decision to approve/disapprove such requests will be based on, but not limited to, the following criteria;
 - a. The petitioner possessing a valid State Handicap Auto Registration or Identification Card

Disability Flag Rules-Applies to individual only, not golf cart

- 1) No carts are allowed closer than 10 yards (30 feet) from the edge of any green on all sides (360 degree perimeter)
- 2) Approach your shot from 90 degrees off nearest cart path or rough whenever practical and *DO NOT* use a direct approach beyond the cart directional signs.
- 3) Handicap flags must be picked up and returned to pro shop before and after each use.

Club House

Beverage Pricing Policy

Montaup Country Club (MCC) will have two sets of beverage pricing. There will be a member price and a public price. The member price will be the price charged during normal clubhouse functions, operations and MCC sponsored events. The public price will be the price in effect when MCC is hosting a public or outside activity. Public/outside pricing will be in effect on the day of the event. Members patronizing the clubhouse during a public or outside activity will be charged the member price.

Examples of public/outside pricing:

- Outside activities not affiliated with MCC or any member
- RIGA events
- Outings not sponsored by MCC or a voting member

Examples of member pricing:

- Montaup Charity Day
- Private function sponsored by MCC voting member
- Outing on behalf of MCC Member
- MCC entertainment/functions
- Interclub

Public pricing will not be in effect for any guest of a member during normal clubhouse functions, operations and MCC sponsored events.

Card Playing

- 1) Card playing is permitted in the Club House when appropriate. During clubhouse functions, card playing is limited to the back room only. Food and beverage are allowed in the backroom.

Conduct

- 1) Members and guests are required to conduct themselves in a courteous and respectful manner at all times.
- 2) Bartenders under the employ of Montaup Country Club having completed the TIPS course are authorized to terminate drinking of alcoholic beverages of any patrons as deemed necessary. MCC members who are not in compliance and/or display resistance of any kind are subject to the following three-strike rule:
 - i. Verbal warning issued
 - ii. 30-day suspension of membership
 - iii. Loss of membership

Note: In all of the above cases, written documentation will be made a part of the member file.

Functions

- 1) The House Chairperson and Board of Governors must be informed in advance of an event or any planned function and in consideration of the following guidelines:
 - a. No admission charges, i.e. ticket sales allowed for entrance into the clubhouse
 - b. Functions do not limit or deny club access to any members
 - c. Members hosting a function are responsible for conduct of their guests and any damage incurred
 - d. Maximum capacity is 130 (or current limit set by fire department)

Smoking

- 1) Smoking is permitted outside only and governed by RI State Law unless noted otherwise.

Dress Code Policy

Golf Course, Practice Putting Area, Short Course & Driving Range (April 1 thru Oct 31)

- 1) Proper golf attire is required at all times that include hemmed near knee or knee length shorts (no cut-offs), golf shirts or slacks, and shirts with collars. Short-shorts, gym shorts, mini-skirts, blue jeans (including shorts), tee shirts, tank tops are not permissible. Appropriate footwear required. (Examples: no boots, flip-flops or bare feet). Soft spikes mandatory.
- 2) Club House – Appropriate attire required year-round. Shirts required, no tank tops or bare feet allowed.

Elections

- 1) President appoints Election Chairperson.
- 2) Election Chairperson will be responsible for staffing polls, accuracy of ballots, counting and validation of votes.
- 3) Official list of voting members includes eligible voters only as described in the section titled "Establishing Membership".
- 4) Exceptions to managing voting stations are candidates and non-voting members.

- 5) Ballots determined to be invalid (incorrectly filled out or illegible) will not be included in the count. Only nominated candidates will be accepted as valid ballots.
- 6) Promotional campaign notices may not be more than 8 ½" X 11" and displayed only in designated areas that are determined by the Board of Governors.
- 7) Procedures for recounts are as follows:
 - a. Any candidate may request a recount immediately following vote tally notification.
 - b. One representative *only* may attend ballot recounting.
- 8) Absentee ballots will be given to any voting member not able to attend the scheduled election days upon their request. Absentee voting will be allowed up until the Friday before election weekend. Absentee ballots will be given out by the Club Administrator.

Fees and Dues

Fees and Dues (All Fees and Dues are subject to change)

Membership Class	Initiation Fee	Annual Dues
Full	Yes	Yes
Restricted	Yes	Yes
Associate	No	Yes
Student	No	Yes
Child of a Member (ages 12-17)	No	Yes
Child of a Member (ages 18-23)	No	Yes
Social	No	Yes
Honorary	No	No

* See amortization schedule

Payment Schedule for New Members

Full Member:

- Half of initiation fee and dues required to date before playing privileges are granted.

Restricted Member:

- Half of initiation fee and dues required to date before playing privileges are granted.

Lockers:

- Available at established rate to Full, Restricted and Associate members only*. Any member requesting a locker after December 31 will be charged, on a monthly basis, the current monthly billing rate for the remainder of the fiscal year.

Note:

- Any membership that requires one payment (Associate, Student, etc.) will be paid prior to the privilege of being granted a Locker.

*Current rates are available in clubhouse copy of the Policy Guide. All Fees and Dues Subject to Change.

Amortization Schedule for Dues*	
<u>Month</u>	<u>Ration</u>
<i>October</i>	Full
November	Full
December	Full
January	Full

February	Full
March	Full
April	Full
May	Full
June	65%
July	50%
August	33%

*Full Initiation Fee Applies in all cases

Note: Any Associate Member offered Full or Restricted membership during current fiscal year must pay half initiation fee and dues in accordance with the above schedule. Failure to do so will result in repeal of Full or Restricted membership offer.

Financial Obligations

Budget Process and Responsibilities

- 1) The Treasurer and/or Finance Chairman distribute budget expense worksheets to the responsible Committee Chairmen in either hardcopy or in a spreadsheet file. They are asked to fill out the sheets in the format supplied on the monthly basis (and totaled) and be prepared to explain and/or document what is contained in the line items. They are also asked to prepare and explain a capital budget, prioritized.
- 2) The Committee Chairmen and their key people meet with the Treasurer & Finance Chairman to understand the budgets and make recommendations or suggestions for revisions, additions or deletions.
- 3) As a result of the meetings, the Treasurer & Finance Chairman input and prepares the data to be presented to the Board for discussion and approval, along with their recommendations. Depending on the wishes of the President and the Board, the Committee persons may or may not be asked to attend the Board budget meetings.
- 4) The Board approves, modifies, or disapproves the budget in a three-step process.
- 5) The first step is a review and approval of the expense budget; the second step is a review and approval of the capital budget; and the third step is the revenue projection approval.
- 6) The reason for this three-step process is that the expense budget should be determined first because the revenue budget cannot be determined until the expense and capital budget are known. The capital budget comes second because the depreciation is included in the expense budget, along with the first year of depreciation for the capital budget. Once the expense and capital budget are approved, and this assumes that the approved budgets are necessary and appropriate, revenue shortfall can be determined by estimating the profit or loss based on the prior year's revenue. If there is a significant estimated loss, methods of increasing the revenue can be discussed. This method also eliminates making repetitive expense cuts and budget revisions. The expense budget should be the costs that are necessary to maintain and operate the club.
- 7) In the past, there has been some confusion over the difference between the expense budget and the capital budget. The expense budget is the day-to-day expenses necessary to operate and maintain the golf course, clubhouse, bar, and pro shop. The capital budget has two parts. Equipment purchases for the club such as mowers for the golf course, coolers for the bar, copy machines, etc. The second part is for improvements or additions to the course or club. These are usually expensive projects that may or may not be done by the grounds crew, or by overtime, and may include other costs. Rebuilding a trap, improving a cart path, adding sprinklers, paving, etc. are examples.
- 8) The committees that are responsible for submitting budgets are:
 - Bar
 - House
 - Pro Shop
 - Golf Course
 - Administration

- 9) Timetable – (approximate date)
 - Distribution - August 14
 - Preliminary Budgets to Treasurer/Finance – August 21
 - Committee meetings – August 28
 - Expense Budget to Board – September 5
 - Board Expense Budget meetings – September 12
 - Board Capital meetings - September 15
 - Revenue meetings – September 20
 - Budget completed – September 25

Purchase & Sale Policy

No purchase of supplies, materials, personal services or equipment, nor any contracts for work performed for the club, whose cost shall exceed \$2,500.00 shall be authorized unless competitively bid upon. Three written quotations shall be solicited by the department heads or others as directed by the Board of Governors and the purchase shall be made on the basis of best value as determined by the person responsible for the purchase. Purchases may not be divided into smaller amounts to avoid the bid process. A copy of a performance bond and or insurance will be required where necessary. Notwithstanding the above, and in all cases of purchase that exceed \$1,000.00 but not exceed \$2,500.00, three verbal quotations shall be obtained followed by written confirmation. Emergency purchases shall require a minimum of two verbal quotations. There will be two written bids for Course Improvements and Maintenance.

- 1) When selling any goods or equipment to an individual (vs. trade-in to a dealer), the sale must be approved by the Board of Governors.

Capital Improvement Fund Guideline

- a) Montaup Country Club established a “Capital Improvement Fund” while preparing the fiscal year budget for the year 2011. The payments by all three (3) classes including Leaves of Absence (LOA) members shall be made in the months of August and September in each year as needed to grow this fund. The sitting board of governors shall determine by majority vote the amount of money to be collected from the before mentioned members each year. Exclude are Associates, Students, Social and Honorary members.
- b) The sole purpose of the Capital Improvement Fund is to pay for major improvements to Montaup Country Club. The use of the fund shall be limited to the golf course, any major improvements to the structures on the property, parking lots, and cart paths. Consideration for use of the fund will be determined by the sitting Board of Governors by majority vote. The Capital Improvement Fund shall never be used to supplement the operating budget of the club. This fund was established to finance future major expenses that an aging golf course will inevitably encounter. It will make funding such projects easier and minimize the financial impact on our members when such improvements are made

Flag Protocol

- 1) Of the three (3) flags displayed at Montaup Country Club (United States, State of Rhode Island and the Montaup C.C. flag), only the Montaup C.C. flag shall be lowered at half-staff in honor of past and present deceased members, during the operation of the golf season.

Bereavement Policy

- 1) Upon the death of a Montaup Country Club member, employee or a former long-standing member or employee, Montaup Country Club will make a donation of \$50.00 in the name of the deceased to either the charity identified by the family of the deceased or the Button Hole Golf Course if no charity is identified.

Guest Policy

- 1) Guests of Full members are allowed to play during the golf season, which includes weekend/holiday mornings. A weekend/holiday morning is defined as playing before the Restricted members' first official tee time. However, guests of Full members will not be allowed to play before the first official Full member tee times start, which is currently 7 AM.
- 2) On a weekend/holiday morning there is no discounted guest fee. The weekend/holiday morning guest fee will be what the full public weekend/holiday greens fee (no guest of member fee) is at that time. A Restricted member and/or Associate member may play as a guest on weekend/holiday mornings, but they must also pay the full weekend/holiday morning greens fee (no guest of member fee). In addition, guests of Board members/Officers playing on weekend/holiday mornings would also have to pay the full weekend/holiday morning greens fee (no guest of member fee). No exceptions.
- 3) Only one guest is allowed per foursome on weekend/holiday mornings. Other than weekend/holiday mornings, up to three guests are allowed per foursome and one member must be in the tee-time group. As a reminder, in order for members to obtain a weekend/holiday tee time, they must have at least three members' names on the tee time request slip.
- 4) With no exceptions, the member will sign in his or her guest in the Pro Shop or Club House, depending on where the guest book is located at the time.
- 5) The same guest policy will apply to Restricted members. However, the starting time will coincide with the current Restricted membership starting time policy.
- 6) These restrictions are in effect from April 1st until the Pro Shop closes in November.

Membership Groups

Establishing Membership at Montaup Country Club

- 1) Article I, Section 2 of the Montaup Country Club By-Laws, Revised December 1997, titled "Membership" states: The classes of Membership shall be *Full, Restricted, Student, Associate and Social*."
- 2) **Full** is a fully unrestricted (play availability) voting category that can be entered, upon availability and approval of the then sitting Board, by:
 - 1) A Restricted member in good standing who applies for a change to Full;
 - 2) An Associate member who is next in position to move up to Full;
 - 3) A member of a dissolving Family Membership who is being forced into a change, i.e. death of one spouse; and
 - 4) For a registered Child of a Member – please see Associate below.
- Restricted** is a partially restricted (play availability) voting category that can be entered, upon availability and approval of the then sitting Board, by:
 - 5) A Full member credited with one full year of dues may apply for restricted status;
 - 6) An active member with more than two (2) years seniority requesting Restricted membership for a spouse
 - 7) A member of a dissolving Family Membership who is being forced into a change
 - 8) An Associate member who is next in position to move up to Restricted.
- 3) **Student** is a restricted (all MCC privileges are restricted) non-voting category that can be entered, upon availability and approval of the then sitting Board, by:
 - 1) A full-time, matriculating academic student, between the ages of 12 and 25 years who has submitted a formal MCC application for Student Membership.
- 4) **Associate** is a restricted (all MCC privileges are restricted) non-voting category that can be entered as follows:
 - 1) Said membership is entered through an application process. Individuals fill out an application form and submit it along with a fee equal to the current guest green fee to the Membership Chairperson who enters the name onto a spreadsheet based on the application date. In the event no applications are on file to fill the Associate list, a lottery process will be held periodically at the discretion of the Board. This membership exists for the sole purpose of

- filling Full or Restricted membership availability on an immediate, efficient basis without need of further application or procedure;
- 2) A registered Child or Grandchild of a Member (#41 & #42) upon reaching the age of 25 years on October 1 of current fiscal year, or completing his/her course of study, may apply to the Board to be inserted in the Associate list according to his/her date of registration as a student Child or Grandchild of a Member; and non-voting
 - 3) A Student Membership member (#40), completing his/her course of studies, or reaching the age of 25 years on October 1 of the current fiscal year, and having been a Student Member for the four (4) previous years, may apply to the Board and be added to the bottom of the Associate list.
- 5) **Social** is a non-golfing category, which allows older, long-term members to maintain a relationship with MCC.

Other Memberships Not Adopted in the By-Laws

- 1) **Student Child or Grandchild of a Member** [Addendum #2] is a restricted (all MCC privileges are restricted) non-voting category that can be entered as follows:
 - a. The Child or Grandchild of a Full or Restricted member, between the ages of 12 and reaching the age of 25 years on October 1 of the current fiscal year, must register with MCC before he/she is allowed to play.
 - b. There are two categories; one includes 12 through 17 years of age and the other 18 reaching the age of 25 years on October 1 of the current fiscal year. Registration is by formal MCC registration form.
 - c. A Child or Grandchild of a Member may be accepted as a student child or grandchild of a member upon his or her twelfth birthday, regardless of when in the fiscal year that may occur. There shall be no pro-rating the membership dues in regard to this membership
- 2) **Honorary Membership** is a restricted, non-voting category that can be achieved as follows:
 - a. A Petition, signed by no less than 25% of the voting membership shall be presented to the Board for review and approval/disapproval.
 - b. The petition shall state the reason, to be based on achievement of honorable or beneficial acclaim, which affects the esteem of MCC.
 - c. Minimum requirement to be considered for Honorary Membership at Montaup Country Club:
 1. Must be a voting member in good standing for over 40 years.
 2. Must have been involved in numerous activities during their years as a member that were beneficial to Montaup Country Club.
 3. Must be at least 80 years old.
 4. All Honorary Memberships shall commence at the beginning of the fiscal year.
 5. Any member becoming an honorary member after September 30, 2019 will become a restricted member and will not be eligible to participate in Montaup tournaments.
 - d. Any member who has maintained a voting status for fifty (50) years and is 80 years old shall also qualify for Honorary Membership (Lifetime Achievement). A leave of absence (LOA), or other cause for voting privileges to be suspended, shall not be counted toward eligibility.
- 3) **Family Membership** has been abolished as a MCC membership category, and will be eliminated totally as current Family Memberships dissolve. Upon dissolution of a Family Membership, the overall membership quotas for Full and Restricted quota will be increased by one.

ADDENDUM #1

Student Membership Category #40

- 1) Age requirement, minimum age 12 to maximum age 25 on October 1 of the current fiscal year; and student requirement, must attend an accredited school as a full-time student.
- 2) Formal application (MCC form) must be made to the Membership Committee, for approval by the Board of Directors.

- 3) Upon acceptance into MCC, the student is required to register annually with proof of student status to certify eligibility.
- 4) Annual Dues will be charged at the prevailing rate the year the student becomes a member, and are subject to change thereafter.
- 5) Termination of this category of membership is automatic with termination of student status, or through the age of 25 on October 1 of the current fiscal year, whichever occurs first. If the student has four (4) continuous years membership at this time, he or she may apply to the Board of Governors of M.C.C. to be added to the bottom of the Associate Membership list.
- 6) Cart rental and usage are payable at full rental fees; and, the student must be in possession of a valid driver's license.
- 7) No guest fee rate for anyone playing with a Student Member, non-members must pay full green fees when playing with this category of member.
- 8) Weekday playtime is after 11:30 AM and weekend playtime is after 1:00 PM. Any deviations from these times are at the Pro's discretion.
- 9) No personal locker assignments.
- 10) Practice area usage is at the Pro's discretion.
- 11) Category 40 has no charge privileges.

ADDENDUM #2

Student Child or Grandchild-of-a-Member Categories #41 & #42

- 1) The student must be a child or grandchild of a Full or Restricted MCC member, and attending an accredited school as a full-time student.
- 2) Age requirement for #41 is 12 years through 17 years of age and for #42 is 18 years through 25 years of age on October 1 of the current fiscal year.
- 3) Formal Registration (MCC form) must be made to the Membership Committee for review and acceptance.
- 4) Upon acceptance, the student child or grandchild of a member is required to register annually with proof of student status to certify eligibility.
- 5) Annual Dues for #41 and #42 will be charged at the prevailing rate at the time of registration, and are subject to change thereafter.
- 6) When the child or grandchild of a member is no longer a full-time student, or through the age of 25 on October 1 of the current fiscal year, and has been registered as a Student Child or Grandchild of a Member for the previous four (4) years, he or she can apply to the Board to be inserted into the Associate Membership list according to his/her date of registration as a student Child or Grandchild of a Member or elect to be placed at the bottom of the list.
- 7) A category #41 or #42 shall not lose their Child or Grandchild of Member status with the passing of a sole sponsoring parent. If both parents or grandparents are members, both are considered the sponsoring parent. The Student shall maintain their status until such time as they are ineligible under Article 1, Section 2 of the Montaup Country Club Bylaws. Beginning with the first billing following the death of the sole sponsoring parent or grandparent and continuing throughout the Child or Grandchild of Member eligible status, the Category #41 or #42 membership dues shall be waived.
- 8) Cart rental and usage are payable at members rate; and, the student must be in possession of a valid driver's license.
- 9) Non-members playing with #41 and #42 members are not guests of a member and are not entitled to guest fee rates. Full green fee rates apply.
- 10) Weekday playtime is after 11:30 AM and weekend playtime is after 1:00 PM subject to the Pro's discretion.
- 11) No personal locker assignments.
- 12) Practice area usage is at the Pro's discretion.

Leave of Absence & Resignation

Leave of Absence is a temporary, fully restricted, non-voting leave, which may be entered as follows:

- a) Any member, by written request, may apply to the Board for a Leave of Absence from their membership for a period of one (1) year; In the event this first request is for a medical or financial

hardship justification, it will not impact that individual's ability to apply for a subsequent (one time) LOA with no justification.

- b) An additional leave may be requested for the Board's review and decision.
- c) Any member on a Board approved Leave of Absence loses private golf cart privileges for the duration of the leave. The member granted a leave of absence must continue to pay for the space in order to secure his/her designated cart space during the term of the Leave. (Note: Co-assignee will have use of cart while primary cart owner is on official Leave of Absence. This use shall be limited to the first two approved Leaves of Absence.)
- d) All charge privileges will be revoked during the official Leave of Absence.
- e) Any member on the private golf cart waiting list who is on an approved Leave of Absence has a one-time right of refusal for one fiscal year. A subsequent refusal the following year will result in removal from the list.
- f) A Leave of Absence for one member within a Family membership will not alter the voting privileges for the remaining member.
- g) Any member having taken a Leave of Absence and then not taking another for a period of twenty (20) years will have the original Leave of Absence removed from their file.

Military Leave of Absence – Student Child of Member (#41 & #42)

- a) A student child of a member (#41 & #42) entering active military duty may request a military leave of absence. Upon being granted a leave of absence, the leave will last for the duration of his/her active duty status. Upon reaching the age of 25 years on October 1st of the current fiscal year they may apply to the Board of Governors to be inserted on the Associate list according to their date of registration as a Student Child of Member.
- b) A student member (#40) entering military service is the same as above except for being placed on the Associate list with the Board of Governors' approval; they will be placed on the bottom of the Associates list.

Resignation

- a) In accordance with Montaup Country Club By-Laws, resignation shall be by written notice to the Board prior to October 1st or in advance of monthly meetings.
- b) The resignation of one spouse of a Family Membership will directly dissolve that membership. The remaining spouse may elect either a Full or a Restricted membership and shall be billed accordingly.

Tee Times, Greens Fees and Guest Policy

Accountability of Green Fees and Cart

- a) All green fee and cart revenue collected by the golf shop staff is entered into the computer
- b) A receipt is printed in triplicate
- c) The starter is responsible for verifying and collecting one copy of all receipts
- d) The starter is also responsible for recording on the tee sheet, the player's name, status (i.e. member, guest, associate or public) the number of the rented cart if applicable and checking member bags tags which all members must have
- e) The daily receipts and tee sheet are turned into the office for random verification by the treasurer
- f) Starter responsible for ensuring use of private golf carts by primary owner or co-cart space assignee only.

Weekend Tee Times

- a) Times are assigned by a lottery system, requests must be submitted by Tuesday evening
- b) Tee slips are drawn Tuesday evening around 5:00 PM for all to observe
- c) Times are drawn in the following order: unrestricted, restricted, other members, public
- d) No guests or associate members are permitted to play on weekend or holiday mornings unless they pay the full green fee
- e) Members with more than one guest can request a time after the restricted tee time list has been posted

- f) Associate play begins at 1:00PM or at the end of the restricted tee times and public play begins at 1:30 or at the end of the associate tee times. Associate members may call three days in advance - Wednesday, for a Saturday tee time and Thursday for a Sunday tee time. The public may call Thursday for a Saturday tee time and Friday for a Sunday tee time.
- g) Twosomes are not allowed on weekend and holiday mornings
- h) 11:30 AM is the designated time for restricted players to begin. It is permissible for restricted players to start early at the golf staff's discretion
- i) If restricted players begin early, they may have to give way to Full players who show up unannounced before 11:30 AM

Weekday Tee Times

- a) Tee times may be secured four days ahead for members, three days ahead for associate members and two days ahead for public.
- b) Public players are offered advanced tee times between 11:00 AM & 3:00.
- c) Associate members are offered advanced tee times after 11:00 AM.
- d) No public play is allowed after 3:00 PM
- e) Public play is permissible in the morning provided there is space.

Cart Rental Policy

- a) Members may rent only one cart at the current reduced rate
- b) Members will pay no less than the current reduced rate for 9 or 18 holes even if they ride alone.

Twosomes on Weekend Mornings

- a) Two Full members will be allowed to play at the end of the Full unrestricted tee list as long as it is before the restricted member's official starting time of 11:30 AM. Every effort will be made to pair this two-some but if it is not possible, it has been decided that it is unfair not to allow unrestricted members the right to play when restricted members would be starting before 11:30 AM.

Winter Weekend Play Policy

- a) The Starter has full control of the Tee and the play on the golf course at all times, and the Board of Governors will back his decisions and discretion.
- b) In order to secure a Winter Weekend Tee Time
 - i. One member must be present with a list of a minimum of three names or players in the group; he/she then gets ONE tee time only. IF the member misses his/her designated tee time, he/she goes to the bottom of the tee time list.
 - ii. One Public tee time requires three Public players present and within sight of the starter.
 - iii. Tee times will be given out on a 2 to 1 ratio, members to public.
 - iv. Fivesomes will be the maximum every day and threesomes will be the minimum on busy weekends. At the starter's discretion and as weather and activity dictates, he/she may allow less than threesomes.
 - v. Student Members and Children of Members will not be allowed to play until the tee sheet has been cleared.

Note: Exceptions to Tee Times must be at the discretion of the Club Professional or winter starter (during the winter).

Guest Policy

- a) Guests of Full and Restricted members are allowed to play during the off season, which includes weekend/holiday mornings.
- b) The weekend/holiday morning guest fee will be the approved Guest of Member fee approved by the Board of Governors for that time. In addition, guests of Board of Governors playing on weekend/holiday mornings would also have to pay the weekend/holiday morning guest fee. No exceptions.
- c) Only one quest is allowed per foursome during weekend and holiday mornings.

- d) With no exceptions, the member will sign in his or her guest in the Pro Shop or Club House, depending on where the guest book is located at the time.
- e) These restrictions are in effect from when the Pro Shop closes in November through March 31st.

Slow Play Policy

The purpose of this policy is to allow the members and the guests of Montaup Country Club to experience an enjoyable round of golf.

If a group reported to the pro shop as being slow or is observed to be slow by the pro shop staff, the group in question will be observed by the club pro or one of his staff.

- If it is determined that the group is in fact holding up play, they shall be advised to increase their speed of play and keep pace with the group ahead of them
- If the warned group does not increase their pace of play, the pro or one of his staff will instruct the group to pick up their golf balls and proceed to the next tee
- If a third warning becomes necessary, the group will be asked to leave the golf course for the day

Tournaments and Outings

Tournaments

- a) When the Tournament Committee submits its annual Tournament Schedule, it shall notify the Board of Governors of any format or scoring changes that affect any of its major tournaments.

Outings

- a) Outings will be primarily on Mondays with some exceptions.
 - i. Shotgun outings of approximately 80 players or more will close the course.
 - ii. Less than 80 will provide minimal space for members, check with the golf staff.
 - iii. All other outing information will be handled by the Pro.

Weekend Shotgun Starts

- a) The golf course will not be closed for weekend shotgun start tournaments or scotches, except for the O'Brien Qualifying and the Sunday Member Guest.
- b) Members will be provided access to the course with the golf staff's guidance

Memorial Benches & Other Structure

The following are the guidelines when requesting permission to install a memorial bench or another type of memorial structure at Montaup Country Club. Request for memorial benches and other structures will require Board of Governors approval prior to the installation. Included in the request will be a diagram or picture of the proposed bench and the proposed location for the memorial.

- a. If the memorial is a bench, then the following guidelines apply:
 - i. The bench can be no higher than three feet high.
 - ii. The length of the bench cannot exceed four feet, the width of the seat cannot exceed two feet and the depth cannot exceed 1 foot.
 - iii. No writing on the seat of the bench, only on the sides.
 - iv. No pictures will be allowed on the Memorial bench.
 - v. The bench must be made of polished granite.
 - vi. A fee of \$100 will be charged by Montaup Country Club to provide the concrete base for the bench.
 - vii. Only one memorial bench will be allowed on each teeing area.
- b. If the memorial structure is something other than a bench the following guidelines will apply:
 - i. The structure will not be more than four feet high.

- ii. The base of the structure will not exceed four feet long, the width cannot be more than 2 feet wide, and the depth cannot be more than one foot.
- iii. The overall circumference of the structure will not exceed two feet.

Recusal Policy

Any Board of Governor (BOG) of Montaup Country Club shall recuse themselves when it is deemed, they have a financial or personal interest, direct or indirect, or might reasonably be expected to impair a BOG member's objectivity and independence of judgment in the exercise of his or her official duties. Examples include:

- 1. Employment
- 2. A debtor/creditor relationship
- 3. A fiduciary relationship
- 4. A source of income
- 5. A matter pertaining to a known relative
- 6. A matter pertaining to a business investment or contractual relationship