

## THE ROLLING HILLS SWIM AND TENNIS CLUB POLICIES AND PROCEDURES

The following policies and procedures have been established by the Board of Trustees to assure safe and sanitary operation of the Club and for the protection and benefit of all members. These rules and procedures shall be observed by all members and guests of members, regardless of age. The Club Manager has complete charge of all Club facilities and personnel. Any question about the applicability and interpretation of these rules and procedures shall be decided by the Club Manager. The Club Manager has been charged with the responsibility of establishing additional rules and regulations not specifically covered in this document to assure safe and sanitary operation of the Club. The Board of Trustees will consider any member's appeal of the Manager's decision on a question.

### GENERAL

1. All membership payments are due in full by June 1. Any membership not paid in full by June 1 (unless on automatic electronic bill payment) will be denied access to the club until membership is paid in full.
2. All accidents and injuries which occur on Club grounds must be reported immediately to the Club Manager.
3. The Club will not be responsible for loss or damage to personal property.
4. Each adult member shall be responsible for damage to Club property caused by such member and by all persons on the premises by reason of his/her membership (including their guests).
5. Pets are not permitted anywhere on Club Property with the exception of special events as designated by the Manager and approval by the Board of Trustees. Pets may not be left in cars.
6. All automobiles shall be carefully parked in the Club parking lot areas, unless otherwise directed, in an orderly manner to make maximum use of the available space and to assure free ingress and egress for all other vehicles.
7. Automobiles shall not be driven at a speed in excess of 10 miles per hour on Club grounds.
8. No vehicles, including skateboards and in-line skates, are permitted on the Club grounds except for the purposes of entering or leaving the Club. All bicycles shall be parked in the designated area.
9. The Manager shall be in charge of all Club equipment and he/she shall assign the use of such equipment in a manner equitable to the entire membership.
10. Any misconduct or any infraction of these rules should be reported to the Club Manager.
11. Disrespectful behavior towards pool staff, other members or guests at the club will not be tolerated and may lead to ejection from the club at the discretion of the pool manager.
12. All persons using the Club are strictly responsible for the proper disposal of their paper and debris in the facilities provided.
13. Pool rentals for parties are restricted to members only. Contact pool manager for details.

## REGISTRATION

Access entry to the pool and facilities will be managed by the Pool Manager and approved by the Board of Trustees prior to each season. Each member shall register the names and addresses of all of his/her guests with the gate personnel. Members will pay applicable fees for guests at the gate. Each membership may have an application number assigned. Cards with numbers may be used for membership.

## SWIMMING AREA RULES

(The pool area is that portion of the Club grounds within the fences surrounding the swimming pool and wading pool).

1. All persons using the pool do so at their own risk.
2. All persons should shower before entering the pool. Parents should rinse children with shower after playing in sandbox.
3. Running, pushing, wrestling and other rough or disorderly activities are strictly prohibited in the pool area.
4. Food and refreshments can be consumed in either the snack bar area or the picnic area. Food cannot be brought into the swimming pool area for consumption or any other purpose. Drinks are allowed at poolside in plastic containers only. Food and refreshments from home can be brought to the snack bar area for consumption. Food storage containers are to be used in the snack bar area only.
5. Dishes, silverware, and other eating implements used in connection with the snack bar cannot be taken from the snack bar area. No glass articles will be allowed inside the fenced in area of the pool.
6. Diving mask lenses, sun tan bottles, and similar articles must be of plastic or other non-breakable material.
7. The pool manager or lifeguard can refuse admission or expel from the water anyone with skin abrasions, bandages, infections, inflamed eyes, cough or colds. This rule may be waived by the pool manager upon presentation of a doctor's certificate that the person's condition is not contagious, dangerous, or injurious to that person or to others.
8. The pool manager shall also have the right to eject or to refuse admission to any member or guest whose presence in his/her judgment would be detrimental to the membership or to the club property.
9. Inner tubes and air mattresses are not permitted in the pool area except at the manager's discretion. **Plastic toys, squirt guns, etc. are not permitted in the pool area at any time.** "Swimmies" and other flotation devices shall be used **only with direct adult supervision.** Direct adult supervision is defined as an adult in the water with the child or sitting on the side of the pool in the immediate area of the child.

## **SWIMMING AREA RULES (continued)**

10. Any child who is eight years of age or older may be subject to pass a deep water test at the discretion of a lifeguard/pool manager before they can use the Club facilities unaccompanied by a responsible supervisor. All other children must be accompanied by a member 14 years or older who is responsible for the behavior and safety of such child. Small children and babies must be in the immediate contact with an adult. Lifeguards and other employees are not baby-sitters. Ultimate responsibility rests with the parents or legal guardians.
11. When deemed necessary by the manager, only those persons passing prescribed tests may use the diving area and other deep portions of the pool.
12. Please -- children not completely toilet-trained must wear diapers intended for use while swimming and approved by the management.
13. Pool hours are posted at the pool. The pool manager may extend pool hours during very hot weather and may choose to close the pool for maintenance, health reasons, adverse weather conditions, or any reason he/she deems necessary.
14. All members shall leave the pool area within 15 minutes after the pool closes.

## **WADING POOL RULES**

1. Children using the wading pool must be accompanied by parent or member 14 years or older who shall assume full responsibility for the welfare and conduct of such children.
2. The wading pool is primarily for the use of younger children in most cases, children six or older are expected to use the main pool.
3. Please -- children not completely toilet-trained must wear diapers intended for use while swimming and approved by the management.
4. Food may not be brought into the wading pool area. Drinks in plastic containers are permitted.

## **TENNIS AREA RULES**

1. Lessons are available on a prearranged, formal basis.
2. Appropriate tennis apparel suggested. Non-scuffed, rubber-soled athletic shoes are required. Players must wear shirts at all times. Play is not allowed while wearing swim suits.
3. Spectators must remain outside the fence. Children under 10 years of age must be accompanied by an adult member.
4. No gum, food, beverage or alcohol will be permitted in the fenced-in court area.
5. All persons using the facilities do so at their own risk. The Club is not responsible for accidents, personal injury, or damage to personal property.
6. Hours are from 8:00am until dusk seven days a week. Play is not permitted prior to 8:00am. Management reserves the right to close courts at its discretion.

## TENNIS AREA RULES (continued)

7. Play is available to all members on a walk-on basis (including the off-season). The courts are available to members. Adults (18 and over) have priority and can “bump” junior players (17 and under) after 4:00 pm Monday through Friday and all day Saturday and Sunday. When all courts are occupied and members are waiting, play is limited to one set or the completion of the set in progress.

## GUESTS

### 1. GENERAL RULES

- A. Each member is responsible for the adherence to guest rules and pool rules by his/her guest(s).
- B. Every guest must be accompanied at the Club by his/her host member.
- C. Upon payment of the membership fee, each member shall have the unlimited use of club facilities for his/her guest except as restricted below.
- D. Guest passes may be purchased in advance or guest fees may be paid at the front gate.
- E. The Board of Directors may make special arrangements for members, who have unusual guest situations.

### 2. GUEST CATEGORIES

#### A. Local Guest Definition

Any person who is not a special guest or a house guest.

Local Guest Fees The daily guest fees shall be \$5.00 for each guest.

Local Guest Restrictions No local guests can use the Club facilities more often than **three times** during the swimming season.

## GUESTS (Continued)

### B. House Guest Definition

Any person who is neither a special guest nor a local guest who resides in the household of a member for more than 24 hours and no more than 2 weeks.

#### House Guest Fees

1. The daily guest fees shall be \$5.00 for each guest.
2. Members may purchase weekly passes for their house guests at the rate of \$25.00 per house guest per week.

#### House Guest Privileges

Weekly passes shall entitle the house guests covered to use Club facilities for seven consecutive days.

### C. Special Guest Definition

1. A person who is neither a minor dependent nor a permanent resident of the member's household but who resides in the member's household for not less than two weeks during the Club's summer season.
2. A minor dependent of a member who is not a permanent resident of the member's household.

Special Guest Fees: Each member will pay a designated amount for each special guest per summer. This fee will be determined by the Board of Trustees on a case-by-case basis.

Special Guest Privileges: Special guest pass shall entitle the special guest or special guest family covered to use the Club facilities for the period for which special guest pass is defined.

### D. Club awarded member guest

A member who has been awarded guest passes by the Club for any reason, may use such passes to admit a single guest for a single day. These passes are not subject to the 3-visit limit per individual person in one season.

### E. Baby-Sitter/Sittee/Nanny

Application for this special category must be made in writing to the Vice-President or Club Manager and subject to approval by the Board of Trustees. Such guests are subject to General Rules for all guests. Contact the Vice-President or Club Manager for more information or see Babysitter application form on the club website [www.rhstc.com](http://www.rhstc.com)

Allows a non-member babysitter to bring up to 2 member children under the age of 12 to the pool when parents are not attending (\$75 for babysitter). Note: Does not allow non-member "babysitter" to attend on their own, only with children they babysit.

OR

Allows a member to act as babysitter for up to 2 named non-member children under the age of 12 at the pool when parents are not attending (\$75 per child). Note: The named babysittee children are not members and can only attend with the member registered as their babysitter.

## **COMMITTEES**

Committees may be established to benefit of the operation of the club or the enjoyment of club members at the discretion of the Board of Trustees. Such committees, if formed, should have a leader who must be a member in good standing but is not required to be a board member or officer to serve as the committee chair. The Committee Chair of any committee may recruit club members in good standing to serve on the committee for which they chair. The below committees are suggested, but not required or limited to only those listed here.

- (A) **INFORMATION TECHNOLOGY (IT):** The duties of the IT Chair/Committee shall be to manage the clubs official website and facebook page; ensure that club news is updated online on a regular basis; collect, post, and distribute important information on club activities including fundraising and sponsor activities to club members and the public online, as requested and assign online administrative rights to other club committee members or volunteers as needed.
- (B) **FUNDRAISING :** The duties of the Fundraising Chair/Committee shall be to solicit and secure local sponsorships to support club operations, collect and review sponsorship and fundraising opportunities, organize and implement approved club fundraising activities, coordinate and participate in fundraising activities, and maintain records of monies secured through sponsorship and fundraising initiatives.
- (C) **SOCIAL:** The duties of the Social Chair/Committee shall be the planning and execution of social events for club members throughout the season; including the development of a social calendar for each season, communication of social events, and recruitment of member volunteers to conduct each social event.
- (D) **GROUNDS/MAINTENANCE:** The duties of the Grounds/Maintenance Chair/Committee shall be responsibility for the care and maintenance of the grounds; including seasonal lawn mowing, grass trimming and leaf collection, ensuring the grounds maintain a safe and clean appearance, removal of any fallen tree limbs, and reporting of any conditions that will require funding approval from the board of trustees to maintain safe grounds for the club members.

## **BY-LAWS**

### **ROLLING HILLS SWIM AND TENNIS CLUB**

#### **ARTICLE 1 NAME**

The name at the club shall be "Rolling Hills Swim and Tennis Club " herein after referred to as the "Club".

#### **ARTICLE II PURPOSE**

General purpose and plan of operation of this corporation shall be to buy sell, lease, encumber, maintain and to acquire and hold title to, in the club name, real estate and personal property. Or to do all things necessary or incidental to the carrying out and administration of these purposes all of which are not for profit according to the Articles of Incorporation B 260 937 of the Records of Incorporation and Miscellaneous Filings of the State of Ohio, issued May 1962)

#### **ARTICLE III MEMBERSHIPS**

##### **Section I--General Information**

- (A) Memberships shall be open to residents of Fairfield, Ohio and vicinity.
- (B) Each membership shall include all the members of any type of membership and shall be entitled to one (1) vote in the conduct of business. Single members under the age of 18 will not have voting privileges.
- (C) Application for membership shall be made to the Membership Chairperson.

##### **Section 2--Types of Membership**

- (A) Family:

Members of one family (adult and spouse or domestic partner) and their dependent children living together in one dwelling.

- (B) Dual:

Two people living under one roof (ie. adult couple; one parent and their dependent child). Two young people ages 13-17 in the same household may join as a "Dual" membership with a sponsoring "Family" membership. Parental signature required for those 16 and under for liability purposes.

- (C) Senior Dual:

An adult couple, at least 1 of which is over age 60, living in one dwelling.

- (D) Senior Single:

A single person over the age of 60.

## **Section 2--Types of Membership (continued)**

(E) Single:

Any one person age 13 or older. Anyone under age 18 must have a sponsoring "Family" membership. Parental signature required for those 16 and under for liability purposes.

(F) Honorary:

Approved annually by the Board of Trustees.

## **Section 3--Suspension of Membership Privileges**

- (A) Any membership which is delinquent in payment of its dues or assessments shall be denied the use of the Club facilities and the exercise of membership privileges until such dues, or assessments are paid in full.
- (B) The Vice-President or Club Manager will initiate the denial process with approval of the Board of Trustees.
- (C) The Club Manager may suspend Club privileges based on infractions to Club rules. Suspension will be reviewed by the Board of Trustees

## **ARTICLE IV DUES AND ASSESSMENTS**

### **Section 1--Dues**

- (A) Annual dues shall be levied on the membership sufficient to cover all operating and maintenance expenses for the Club's current year. This may include a reasonable allowance for contingencies and capital depreciation.
- (B) Annual dues shall be determined by the Board of Trustees and prorated among the members.
- (C) Annual membership payments are due by **May 15**. Any payments not received by **June 1** may be considered delinquent. All delinquent accounts may be assessed an appropriate late charge. The amount of the late charge shall be established and voted on by the Board of Trustees. A notice as to the amount of said late charge will be included in the annual dues statement.

## **Section 2-- Assessments**

Special assessments or maintenance fees for the expansion or improvement of the Club facilities or other necessary Club purposes may be levied only after approval as follows:

A motion for such special assessments or maintenance fees must first be voted or petitioned by at least two-thirds of the entire Board of Trustees. The assessments or maintenance fees must further be approved by a vote of at least two-thirds of the membership present at a regular or special meeting.

## **ARTICLE V BOARD OF TRUSTEES**

### **Section 1**

The Club shall be governed by a Board of Trustees, no less than four (4) members serving as the executive committee, but can have as many as twelve (12) in number, elected by a majority vote of members at the annual meeting of the membership. No board member will receive any compensation for services rendered or any discount in membership fee.

### **Section 2**

A board member's 3-year term begins the first board meeting following their election at an All-Member meeting and ends at the date of the All-Member meeting 3 years later. Anyone who fills a vacated board member position completes the term of the originally elected board member. Any board member who completes their 3-year term can seek re-nomination for another 3-year term at the annual meeting.

### **Section 3**

Nominations for election to the Board of Trustees can be made by a nominating committee.

### **Section 4--Vacancies**

In the event of a vacancy on the Board, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular Board meeting or at any Special Board Meeting called for that purpose. Any new board member elected under this provision will assume the remaining term for the vacancy.

### **Section 5--Quorum**

A quorum will consist of 3 of 4 of the executive committee or seven (7) members when the number is 12 trustees at any regular or special meeting of the Board.

### **Section 6--Regular and Special Meetings**

The Board shall hold a regular business meeting as required at a time and place determined by the President. Special Board meetings may be called by the President, or on call of any three (3) members.

### **Section 7-- Auditing Committee**

The Board of Trustees shall annually appoint an auditing committee to inspect the books and accounts of the treasurer of the corporation. In addition, the Treasurer will provide the books and accounts for

review of board members upon request by the Board of Trustees.

### **Section 8-- Budget**

The Board of Trustees shall annually prepare an estimate of its expenditures for the succeeding year, said estimate must be approved by the membership of the corporation at its annual meeting.

### **Section 9--Removal**

The board of Trustees, by majority vote, may request the resignation of any Board member not considered to be contributing a fair share toward the operation at the Club. Each Board member is expected to attend  $\frac{3}{4}$  (75%) of all scheduled board meetings. Failure to meet this obligation is grounds for removal from the Board at the discretion of the sitting members of the Board of Trustees.

## **ARTICLE VI OFFICERS**

### **Section 1--Election**

- (A) Officers of the club shall be President, Vice President, Secretary and Treasurer. Each shall serve for a term of three years or until his or her successor is elected and installed, and may be reelected if otherwise qualified.
- (B) Election of Officers shall be by the members of the Board of Directors. Officer election will occur at the annual organizational meeting of the Board which must be held within thirty (30) days after the annual membership meeting.

### **Section 2--Duties**

- (A) **PRESIDENT:** The President shall preside at all Board and membership meetings and shall have the right to vote, and shall vote to break all ties, except in the case of election of the Board Members and Officers, in which case, the tie shall be broken by successive voting.
- (B) **VICE PRESIDENT:** The Vice President shall act in the place of the President in the latter's absence, and with the same voting privileges as the president, shall be chairperson of the membership committee, and shall keep a complete and up-to-date record of all memberships, be responsible for sending dues notices, as well as audit and monitor membership fees.
- (C) **SECRETARY:** The Secretary shall record properly all proceedings of the regular and special meetings of the Board and membership, conduct all general correspondence of the Club, send meeting notices, keep such other records and files necessary for the operations of the Club, and generally perform such other duties as may be customary to such office.
- (D) **TREASURER:** The duties of the treasurer shall be to: participate as a member of the board of directors, keep records for the receipt and disbursement of all moneys and securities, not disburse any expenditure of five thousand dollars (\$5000.00) or more without prior approval of the Board of Directors; create and present an annual financial plan and operating budget to the Board for consideration, execute the timely and compliant submittal of all state and local regulatory fees, provide periodic reconciliation of the bank accounts as determined by the Board, provide periodic review of actual financial performance in relation to the pro forma and subsequent presentation to the Board, execute other financial and fiduciary duties and activities as agreed and approved by the Board.

The Board of Trustees may require the Treasurer to give a fidelity bond in a sum equal to the amount of money of which he/she would normally have control, with the Club paying the

premium on the bond. The Club checks shall be signed by any of the following -- Treasurer, President or Vice President.

### **Section 3--Vacancies**

In the event of a vacancy on the Board, the Board of Trustees shall appoint a member to fill the unexpired term.

### **Section 4--Remuneration**

All officers shall serve without remuneration.

## **ARTICLE VII MEMBERSHIP MEETINGS**

### **Section 1-- Annual Meetings**

- (A) The Club's annual membership meeting shall be held at a time and place specified by the Board of Trustees
- (B) Quorum: Those members present at annual or special meeting shall constitute a quorum.
- (C) Members shall be given written notice in form of paper or electronic communication of the annual meeting.
- (D) The order of business for the annual meeting shall be:
  - Report of Officers and Committees
  - Annual Financial Report by the Treasurer
  - Old Business
  - New Business
  - Election of the new Board Members by secret ballot
  - Adjournment

### **Section 2--Special Meetings**

The President or a majority of the Board of Directors may call a special membership meeting at any time deemed necessary. Meetings of the members of the Club must be called by the President within thirty (30) days after the receipt of a signed petition representing a minimum of 50% of membership. The Secretary shall give advance written notice in form of paper or electronic communication, stating the purpose of such a meeting to all members in good standing, not less than ten (10) days in advance of the date of such meetings.

## **ARTICLE VIII RULES, POLICIES AND PROCEDURES**

### **Section 1**

All members shall be bound by rules, policies and procedures set forth by the club's rules

committee (if one exists) and/or the Board of Trustees.

## **ARTICLE IX COMMITTEES**

The Board of Trustees shall be authorized to appoint committees as may be found necessary or desirable. Additional guidelines for committees are defined within the Club Policies and Procedures.

## **ARTICLE X CONSTITUTIONAL AMENDMENTS**

### **Section 1**

The Articles and by-laws may be amended by a vote of two-thirds (2/3) affirmative of the membership represented at the annual membership meeting or of a special meeting called specifically for this purpose.

### **Section 2**

Amendments may be initiated either by the Board of Trustees or by petition to the Board signed by not less than two-thirds (2/3) of the members in good standing. Members shall be advised of proposed amendments before the annual meeting or special meeting.

## **ARTICLE XI CLUB YEAR**

The Club operating year shall be from October 1 to September 30.