

BY-LAWS  
BON AIR COUNTRY CLUB



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**signature**  
**ARTICLE I - MEETINGS**

**SECTION 1.** The annual meeting of the membership shall be held the third week in January of each year at a time and place as the Board of Directors shall designate.

**SECTION 2.** A majority of the memberships entitled to vote must be present in person or by proxy to constitute a quorum.

**SECTION 3.** At such meeting the membership shall elect three directors to serve for a term of three years from the first Monday in February immediately following the annual election or until their successors are elected and qualified.

**SECTION 4.** A special meeting of the membership may be called at any time by the President, by a majority of the Board of Directors, or one fifth of the membership.

**SECTION 5.** It shall be the duty of the Office of Secretary to mail or email each membership **no less than** five days before the date of any meeting notice of the time and place of the annual or any special meeting.

**ARTICLE II - DIRECTORS**

**SECTION 1.** The business of the Club shall be managed by a Board of nine Directors who shall be elected by the membership. The Board shall approve all Rules and Regulations of the Club. The Rules and Regulations of the Club may be altered, amended or repealed by a majority vote of the full Board of Directors, subject always to the right of a majority of the membership of the Club entitled to vote to change such action.

**SECTION 2.** Regular and special meetings of the Board of Directors shall be held at such time and place to be determined by the Board of Directors.

**SECTION 3.** In case of a vacancy in the Board caused by death, resignation, or otherwise, the remaining members of the Board may fill such vacancy. The appointment of the interim member to fill the unexpired term must meet the approval of a majority of the Board.

**SECTION 4.** Reorganization and election of officers shall be held the second Tuesday in February at the regular Board Meeting with the newly elected officers to assume their duties at that time.

**SECTION 5.** "Directors shall be limited to two consecutive three-year terms," and reelection for a second term shall not be automatic. Those directors whose term expires shall make application to the Nominating Committee to be placed on the ballot. Filling an unexpired term doesn't constitute a three-year term. After serving two consecutive terms, a Director must be off the Board for a minimum of three years before application can be made to return to the Board.

**SECTION 6.** Meetings of the Board of Directors shall be conducted according to Robert's Rules of Order.

**SECTION 7.** In order to assess the membership for more than \$100,000 per annum and/or borrow more than \$100,000 per annum the Board of Directors must obtain the approval of a

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simple majority of the membership. The dollar amount stated shall be reviewed every five years starting in 2013.

**SECTION 8.** The Board of Directors may not take any action to sell, lease, mortgage, or pledge all or any of the assets of the Club which would materially affect the operation of the Club without the prior approval of 90% of the Club membership.

**SECTION 9.** In order to qualify to serve as a member of the Board of Directors the person must be a member holding a Certificate of Membership, and must have been a member in good standing for a minimum of three years.

**ARTICLE III - OFFICERS**

**SECTION 1.** The Officers of the Club shall be a President, Vice-President, Secretary, and Treasurer all of whom shall be member of the Board of Directors.

**SECTION 2.** The President shall preside at all meetings of the Club and of the Board of Directors, and shall be a member ex-officio of all standing committees. In the absence of or inability of the President, the Vice-President shall perform his duties.

**SECTION 3.** The Secretary shall keep the minutes of all meetings of the Club and of the Board of Directors, issue notices of all meetings of the Club and of the Board of Directors, and conduct the correspondence of the Club and Club communications.

**SECTION 4.** The Treasurer shall oversee the finances of the Club.

**SECTION 5.** The Board of Directors may appoint a Club Manager to conduct the day to day business affairs. The Club Manager shall collect all admissions fees, dues and all monies payable to the Club, and shall keep the accounts between the Club and its membership. The Club Manager shall report thereon when requested by the President or the Board of Directors. The Club Manager shall notify all applicants of their selection as membership of the Club and shall perform such other duties as may be required of him by the Board. The Club Manager shall receive a salary to be fixed by the Board of Directors.

**SECTION 6.** The Board of Directors shall employ under contract a full time Class A Golf Professional and a Certified Golf Course Superintendent who may be required to appear at any Board Meeting at the discretion of the Board of Directors.

**ARTICLE IV - MEMBERSHIP**

**SECTION 1.** Membership in the Club shall be evidenced by a Certificate of Membership which shall be issued in accordance with these By-laws for the following types of memberships: Full Family, Single, Golden Age Couple, Golden Age Single, Young Family, Young Adult, and Corporate.

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**SECTION 2.** Membership in the Club not requiring a Certificate of Membership are not entitled to vote.

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**SECTION 3.** A Certificate of Membership, whether in single, joint, or other ownership shall only be entitled to one vote.

**SECTION 4.** Any person desiring to make application for membership must be sponsored by a current member in good standing for at least three months, and the sponsor shall make written application to the Membership Committee which shall investigate and submit its recommendations to the Board of Directors.

**SECTION 5.** A Certificate of Membership may only be issued to a member upon his/her payment to the Club of the sum of \$200.00 which shall be considered to be the Certificate value. Upon termination of membership, whether by death, resignation, or removal, the Club shall redeem the Certificate in cash at the value established herein if there are no outstanding balances. Upon redemption, all rights and/or interest of the member in the Club shall terminate.

**SECTION 6.** The Board of Directors shall issue said Certificate of Membership one per membership, nontransferable, and shall be signed by the President, the seal of the corporation affixed and attested by the Secretary.

**ARTICLE V - LEAVE OF ABSENCE**

**SECTION 1.** A member must request in writing a "leave of absence" which shall last for a minimum of one (1) year and a maximum of two (2) years. The member must be in good standing to request a leave of absence. The Certificate of Membership shall be surrendered and held by the club (no redemption payment) until membership becomes reactivated, at which time the Certificate of Membership shall be returned to the member. If the member does not request reactivation after two (2) years, the membership will be terminated and the \$200.00 Certificate of Membership shall be refunded. Those on a leave of absence have no voting rights.

**SECTION 2.** A "leave of absence" can only be requested when the MEMBER can demonstrate to the BOD that the "leave of absence" is a result of one or more of the following reasons:

1. Illness/medical problem that prohibits use of the course for at least 1 year
2. Loss of employment other than retirement
3. Change in financial condition which requires at least 1 year to resolve
4. Temporary relocation of employment. In this situation, the maximum 2-year limit can be extended.

**SECTION 3.** Any member called to active military duty shall be automatically classified as on "leave of absence" during the time period of active duty. It is not necessary that a member in this situation surrender their Certificate of Membership. The member shall provide the club with a copy of the recall to active duty. The member's family shall have continued use of the facilities during the leave of absence. Dues/assessments are waived during the leave of absence (active duty) but will be reinstated upon activation of the BACC membership.

**SECTION 4.** Upon reinstatement after a one (1) or two (2) year leave of absence the member will be required to continue assessment payments until the member's original assessment obligation is fulfilled and pay any assessments initiated during the leave of absence. Assessments may be paid in a lump sum with the amount of the lump sum to be determined by the BOD.

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**SECTION 5.** A request for reinstatement within the first year of the leave of absence shall be in writing to the BOD. The request shall include a statement that the member is in agreement to pay all back dues and assessments before the membership can be reinstated.

**SECTION 6.** Granting a "leave of absence" as well as reinstatement to membership is at the discretion of the BOD and not guaranteed.

**SECTION 7.** A change in membership to a lower level, such as from golf to pool, is permissible. However, any subsequent request to be re-instated as a golf membership shall be subject to the same guidelines as a member requesting to return from a Leave of Absence.

**ARTICLE VI - DUES AND FEES**

**SECTION 1.** The Board of Directors shall, from time to time, establish any and all fees including but not limited to the admission fees, the annual dues, and the usage rates.

**SECTION 2.** The Board of Directors shall establish payment dates for payment of all dues.

**SECTION 3.** Membership privileges and dues payment shall commence upon proposed member's review by the Membership Committee, and requisite membership fee(s). New member's status will be reviewed by the Board of the Directors after a 30-day probation period. Status will be reviewed for approval from Probationary to Full Member upon Board approval.

**SECTION 4.** Resignations shall be in writing delivered to the Board of Directors. The resigning member shall be held responsible for the payment of any indebtedness through the current quarter, and no member shall be permitted to resign while indebted to the Club.

**SECTION 5.** Reinstatement. Any person formerly a member of and not indebted to the Club desiring to again become a member shall make application in the usual manner and shall pay the Certificate of Membership reinstatement fee, plus any assessments which may have been enacted during the period of absence, and shall be placed at the top of the waiting list. Reinstatement may not be applied for unless a minimum of one year has passed from the date of membership termination. Individuals who experience extenuating circumstances may petition the Board of Directors to reduce the one-year requirement. If such a request is approved, the individual must pay all back dues and assessments. Members returning after being absent for five (5) or more years may not be charged for assessments enacted during their absence, at the discretion of a majority vote of the Board of Directors.

**SECTION 6.** In the event that a member is indebted to the Club, the Club may offset against any such indebtedness with the value of the Membership Certificate.

**SECTION 7. INDEBTEDNESS** - When dues or other indebtedness of any member shall remain unpaid for a period of 60 days from invoice due date, the membership after notice in writing may be terminated and declared forfeited by a majority vote of the Board of Directors.

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**ARTICLE VII - COMMITTEES**

**SECTION 1.** The Board of Directors may appoint the following committees and any other committees deemed necessary in order to operate and conduct the business of the Club. Each Committee shall be responsible for the selection of its own Chairperson.

**SECTION 2. MEMBERSHIP COMMITTEE** - The Membership Committee shall interview all applicants for membership and make recommendations to the Board of Directors for approval or disapproval.

**SECTION 3. MEN'S GOLF COMMITTEE** - The Men's Golf Committee shall be responsible for all men's golf activities subject to the approval of the Board of Directors. They shall establish rules and regulations for handicapping all golfing members. They shall arrange for and regulate all Club tournaments, YCAGA tournaments and tournaments with other clubs. They shall report in detail the cost and expenses of their activities to the Golf Committee liaison Director who shall report to the Board of Directors.

**SECTION 4. WOMEN'S GOLF COMMITTEE** - The Women's Golf Committee shall have charge of all women's golf activities subject to the approval of the Board of Directors, and shall with the assistance of the Chairman of the Men's Golf Committee arrange dates for women's tournaments. They shall report in detail the cost and expense of their activities to the Golf Committee liaison Director who shall report to the Board of Directors.

**SECTION 5. GREENS AND GROUNDS COMMITTEE** - The Greens and Grounds Committee shall have charge of the fairways, greens, and other grounds of the Club subject to the approval of the Board of Directors, and may make recommendations to the liaison Director of Greens and Grounds who shall report to the Board of Directors.

**SECTION 6. HOUSE & POOL COMMITTEE** - The House and Pool Committee shall have charge of the Club House facilities and shall be responsible for the general upkeep of the Club House, it's furnishings and the pool, subject to the approval of the Board of Directors.

**SECTION 7.** (Reserved).

**SECTION 8. SOCIAL COMMITTEE** - The Social Committee shall be responsible for planning and organizing social activities at the Club subject to the approval of the Board of Directors.

**SECTION 9. NOMINATING COMMITTEE** - The Nominating Committee shall consist of an appointed committee of three (3) members in good standing. The Nominating Committee's objective is to seek out and qualify new candidates to propose as a slate for election subject to the approval of the Board of Directors. At the regular meeting of the Board of Directors in December, the Nominating Committee shall present a slate of the number of openings for the Board plus up to two additional nominees to serve on the Board of Directors for consideration.

**SECTION 10.** Each Director with the exception of the President, Secretary, and the Treasurer shall assume the responsibility of liaison between at least one committee and the Board of Directors. Each committee shall be chaired by a non-Board member. The President shall be a member ex-officio of all standing committees. Committee liaison assignments shall be selected according to seniority on the Board. In the case of equal seniority, the assignment shall be determined by the President. The committee assignments shall be considered part of the

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reorganization process and shall be completed the second Tuesday in February at the regular Board meeting.

**ARTICLE VIII - FINANCES**

**SECTION 1.** The fiscal year of the Club shall end on the 30<sup>th</sup> day of November and all financial statements and reports shall be made up to and including that date.

**SECTION 2.** Notes and debentures and other evidences of indebtedness shall be signed by the President or Vice-President and countersigned by the Treasurer to which the seal shall be affixed. Checks shall have two signatures and be signed by the GM/Club Manager, President, VP, Secretary or Treasurer.

**SECTION 3.** Checks shall be issued only at the direction of the Board of Directors and checks shall have two signatures and be signed by the GM/Club Manager, President, VP, Secretary or Treasurer.

**SECTION 4.** The books of the Club shall be compiled annually by a Certified Public Accountant.

**ARTICLE IX - DISCIPLINE**

**SECTION 1.** A member of the Club may be fined, suspended, or expelled from membership for improper conduct while on the premises of the Club, or for conduct which may disturb the good order, impair the welfare or reputation of the Club and its members, or for the violation of any of the By-laws, Rules and Regulations of the Club, and may be charged for the cost of repair of any damages which he/she causes to the Club.

**SECTION 2.** Any member against whom charges have been filed shall receive a written copy of the charges, served upon him/her directly or by ordinary mail addressed to the member's last known post office address.

**SECTION 3.** The member shall have the right within ten days to appeal to and be heard by a special committee of the Club composed of three members, who shall be appointed by the President and with the consent of the Board of Directors.

**SECTION 4.** The accused member shall have the right to appear in person to present witnesses and can be represented by another person at the hearing. Persons acting as representatives at the hearing must be members of the Club in good standing.

**SECTION 5.** The imposition of a fine or a judgment for damages, or both, shall automatically suspend the member until the fine and judgment have been satisfied.

**ARTICLE X - AMENDMENTS**

**SECTION 1.** The By-laws may be altered, amended, or repealed by a 2/3 majority vote of the full Board of Directors, subject always to the right of a majority of the membership of the Club entitled to vote to change such action. Any proposed changes must be communicated in writing to the General Membership for review a minimum of 60 days in advance of implementation.

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Effective - November 20, 1952  
Revised - November 13, 1995  
Revised - December 9, 1997  
Revised - December 18, 1998  
Revised - March 15, 2000  
Revised - April 9, 2002  
Revised - January 14, 2003  
Revised – April 14, 2009  
Revised – September 14, 2010  
Revised – July 10, 2012  
Revised – June 13, 2017  
Revised – May 14, 2019