

**THE GROVE COUNTRY CLUB
CLUB & OPERATIONAL RULES**

January 1, 2023

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THE GROVE COUNTRY CLUB CLUB & OPERATIONAL RULES

January 1, 2023

The following rules and regulations related to the operation of the Club and its facilities, and the rules and regulations have been formulated to guide and afford the entire membership the opportunity to enjoy the facilities of The Grove Country Club.

It is the responsibility of each member, members of their household, and guests to know these rules and the rules and regulations and conform to them.

All rules and regulations are subject to change as determined by the Board of Governors. The General Manager of the Club has been delegated the responsibility to enforce all rules and regulations.

Violation of any of these rules or conduct in a manner prejudicial to the best interests of the Club will subject the member to disciplinary action by the Club.

SECTION I
GENERAL CLUB RULES

A) GENERAL RULES

1. No member of the Club, including Board Members, Committee Chairpersons, or Committee Members, shall accost or abuse any of the Club employees, verbally or otherwise. No attempt should ever be made to manage, micro-manage, give direction, or interfere in any way with Club personnel in the performance of their duties as assigned to them by the General Manager.
2. The Club and its facilities shall be open on such days and during such hours as may be established from time to time by the Club.
3. All committees plan or set dates for the use of Club facilities only with the prior approval of the General Manager or his designee.
4. No performance by entertainers will be permitted on the Club's property without the permission of the General Manager or his designee.
5. Alcoholic beverages will not be served or sold, nor consumption permitted on the premises during hours prohibited by law. No alcoholic beverages will be sold or served to any person not allowed to purchase the same under the laws of the State of Illinois or be sold for off-premises consumption.
6. Except as permitted by the Club, no commercial advertisements shall be posted or circulated in the Club, nor shall business of any kind be solicited or transacted on the Club's property nor upon the Club's stationery.
7. Other than as permitted by the Club, no petition shall be originated, solicited, circulated, or posted within the Clubhouse or on any other property of the Club.
8. No Club facilities may be used for political fund-raising activities without prior approval by the Club.
9. Guests determined by the Club to be undesirable or detrimental to the interests or image of the Club may be barred from using Club facilities.
10. Club employees shall not date Club members. Violation of this rule may lead to discipline of the employee and/or member or may lead to termination of employment.

11. Bicycles are prohibited on all cart paths and surrounding areas at the club. Bicycles should be placed in bicycle racks provided.
12. Employees of the Club are not permitted to deliver food or liquor to locations away from the immediate area of the Clubhouse or other designated areas of the Club except with the approval of the General Manager or his designee.
13. All food and beverages consumed on the Club's properties, except food and drinks for infants, must be furnished by the Club. Outside catering, coolers, picnic meals, and the like are not permitted. With prior approval from the Club, ethnic and kosher catering may be allowed.
14. Members must not request or receive special personal services from the Club employees on duty.
15. Club property is not to be removed from the Club grounds or from where it is positioned.
16. There shall be no solicitations of funds or sales of items without prior approval by the General Manager.
17. The Club is not responsible for the loss by fire or theft of any personal property of members or guests of members.
18. Pets are not permitted on the Club's premises except Service Animals. The Grove Country Club abides by the ADA (Americans with Disabilities Act) regulations regarding emotional support/comfort animals/service animals. Designated' service animals' such as guide dogs, hearing dogs, mobility dogs, seizure alert/response dogs, and autism dogs are allowed on Club premises. Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II, and Title III of the ADA and are not allowed on Club premises.
19. All complaints or suggestions regarding any of the operations of this Club must be submitted in writing, signed, and sent to the General Manager.
20. The roster or list of members of the Club shall be furnished only to members upon written request and shall not be used by or given to a non-member for any reason whatsoever. The purpose of such request must be that the roster, including email addresses, shall not be used by members for commercial or business purposes, nor shall

The Grove Country Club name or logo be used by anyone for private, commercial, or business purposes.

21. Smoking is not permitted within or at The Grove facilities except in designated areas.
22. With the increased usage of cellular phones throughout the Club, we ask that you consider your fellow members in all dining outlets, fitness facilities, locker rooms, card rooms, and committee meetings. We request that you not initiate calls while present in the Club's facilities. Cell phones should be turned off or put on "vibrate" in locker rooms, card rooms, fitness facilities, dining outlets, and committee meetings. Suppose a member needs to receive a cellular phone call in all dining outlets, fitness or card rooms, or a committee meeting. In that case, the member must walk out into the lobby, hallways, or exterior patios to complete the call. While playing on the golf course or when at the fitness center, cellular phones may be used on a limited basis for emergency calls only.
23. Mailing Addresses: Each member shall be responsible for his or her mailing and email address and any changes thereto, to which the member wishes all notices and invoices of the Club be sent. A member shall be held to have received mailings from the Club ten (10) days after they have been mailed to the address on file with the Club.
24. Lightning: When lightning is in the area, there will be one long blast of the horn signifying the closing of the golf course, and the swimming pool. This lightning warning is based on the Earth Networks Lightning Detection System located in the Golf Center. Players must leave the golf course, and swimmers must exit the swimming pool upon the blast of the horn. The "all clear" notification is three blasts of the horn.
25. If a suspended member is found to be using the Club facilities, there will be a two hundred dollar (\$200) fine imposed for each occurrence.
26. Vertical relatives are defined as the member's parents or grandparents and their children, grandchildren, great-grandchildren, and spouses.
27. Horizontal relatives are defined as the member's siblings (brothers and sisters), their spouses, and children.
28. In season is generally defined as being May 1st – September 30th.
29. An adult member is either the primary member, spouse, or significant other.

SECTION II DINING FACILITIES

A) DINING RESERVATIONS AND CANCELLATIONS

1. Regular dinner reservations (non-special events) are required and may be made two (2) weeks in advance. Members are asked to assist in maintaining required service levels by making reservations for dining before five o'clock (5:00) p.m. on the days involved. For a party of ten (10) or more, a minimum additional twenty-four (24) hour notice is recommended. For larger parties, a set menu should be arranged whenever possible. Necessary changes or cancellations are required no later than six (6) hours before the time of the reservation on the day involved. Please call the dining room at 847-550-1089. Please ask for an email confirmation of the cancellation. Improper cancellations and no-shows will be billed at fifteen dollars (\$15.00) per person and are strictly enforced.
2. Reservations of twenty (20) or more people are considered private parties and require a special event contract. All private parties must be paid in full prior to the event. Private events is not subject to go on the members account.
3. For all Club functions held in the dining rooms of the Club, tables will be assigned on a first-call basis. Reservations for specific tables or spaces may not be accepted. We will try to honor all requests, but they are not guaranteed.
4. Reservations are required for most activities of the Club and are taken on a first come, first-served basis by pre-registering with the appropriate personnel of the Club.
5. Reservations will be held for thirty (30) minutes after the reserved time.
6. Reservations for special events (i.e., Valentine's Day, holiday events, or theme parties) are required and may be made up to thirty (30) days in advance. Necessary changes or cancellations are required at least two (2) full business days or forty-eight (48) hours before the event's starting time. Please call the dining room at 847-550-1089 to place a cancellation. Please ask for an email confirmation of the cancellation. Not adhering to the above cancellation instructions will result in the member incurring the full fee for the event.
7. Some events may have policies that supersede the above-stated policies. Please review the Club Newsletter or Club Calendar for dates specific to those events.

B) GRATUITIES

1. Gratuities are accepted.
2. A Holiday Gift program for all employees except Directors and Executive Staff is in effect. All Member accounts will be charged a fifty-dollar (\$50) holiday appreciation fund fee on the October statement. The funds will benefit all staff members with the exception of the General Manager, who manages the distribution but does not participate. 100% of the staff holiday fund is distributed to the employees. The funds collected will be allocated based on position and longevity at the Club and will be distributed approximately December fifteenth (15th).
3. Service charge- An automatic 20% gratuity is applied to your dining bill. 100% of the service charge is paid out to the staff. Although it is not required to go above the 20% that is built into your dining bill, our staff greatly appreciates extra tips for extra good service.

C) DINING ROOM DRESS CODE

1. It is expected that members will dress in a fashion befitting the surroundings and atmospheres provided in the setting of our Club. Members should advise their guests in advance of our dress requirements.
It is expected that members will dress in a fashion befitting the surroundings and atmospheres provided in the setting of our Club. Members should advise their guests in advance of our dress requirements. Denim is permitted in the bar, patio bar and dining room. Denim bottoms must be worn properly fit and not have excessive wear or fraying. We ask that gentleman wear a collared shirt and/or jacket when dining. Ladies are asked to wear a nice blouse or jacket. Women shall not wear tube tops, halter tops or spandex clothing in the dining areas. Hats are permitted in the bar and patio areas but not in the dining room. All hats must be facing forward at all times.
2. The Manager will strictly enforce the dress code. Members and their guests failing to meet dress code requirements will be instructed to dine at alternate facilities, return wearing proper attire, or be subject to refusal of service.
3. Please refer to the Club Calendar, event flyers, and event invitations to check if any specific event's dress code supersedes this general dress code. Member's comments or questions concerning the dress code should be forwarded to the General Manager.

D) CLUB SERVICES AND ACTIVITIES

1. The Club provides a variety of social, cultural, and recreational events in which all members are entitled to participate.

2. An unmarried, widowed, or widower member may bring a guest/companion to all social functions where guests would not otherwise be permitted if there is availability.
3. The Club wishes to encourage the use of the Clubhouse facilities by members for private parties on any day or evening, provided it does not interfere with the regular operation of the Club or with the services regularly available to the members. Members are requested to make reservations with the Club for available dates and arrangements.
4. Private parties are not permitted on the Club's property unless prior approval is obtained from the General Manager by a member who assumes full responsibility for the conduct of such member's guests under these rules. The Club member sponsoring the private party shall be responsible for payment of all charges and responsible for any damage caused by the installation of party decor, the removal of all such party decor, and that caused by their guests.
5. Gift certificates are valid for the period indicated on the certificate and are not valid for cash or services other than prescribed.

E) GUESTS

1. All guests shall be either house guests or day guests. A house guest is a guest residing in a member's residence.
2. Members are responsible for the conduct of their guests, nannies, employed babysitters, or other personnel in their employ.
3. Same-day guests may only participate in member-interest groups/Clubs other than charity organizations six (6) times per year on a space-available basis. Family members and registered houseguests are excluded from this rule. A guest fee will be charged as determined from time to time by the Board of Governors.
4. A particular individual using the facilities of the Club, other than dining with a member, as a day guest must be registered by the sponsoring member with the Club. The member must always accompany day guests during the use of any facility of the Club except at the pool. See Pool rules. The Club reserves the right to require identification by each guest. Day guests will be charged guest fees for the use of the facilities of the Club as determined from time to time by the Board of Governors.
5. House Guests:
The sponsoring member must register house guests with the Club at the receptionist in the lobby of the main Clubhouse, and guest cards will be issued for the length of stay,

up to a maximum of two (2) weeks. After that, renewals of house guest privileges may be granted at the discretion of the Club.

- a. Houseguests are permitted to use the Club facilities without the member's company, subject to purchasing a temporary house guest pass for each individual over the age of six (6) and payment of all applicable fees. The houseguest membership is available subject to the following conditions:
 - i. Any services will be charged against the member's Club account. Cash payments are not permitted.
 - ii. Upon payment of the house guest fee, the houseguest will receive a house guest card, entitling them to use the Club facilities on a daily fee basis under the membership privileges of the designating member's membership except as set forth herein.
- b. The permanent residence of house guests, excluding family members, must be a minimum of thirty (30) miles from the Club.
- c. Houseguests must always have their house guest card with them while using the facilities of the Club.
- d. Houseguests may play golf before eleven o'clock (11:00) a.m. on weekends and holidays if the sponsoring member accompanies them.
- e. Houseguests may play golf after eleven o'clock (11:00) a.m. without the presence of the sponsoring member.
- f. Houseguest passes do not entitle the guest or the member to any dollar discounts at any of the Club facilities; they still must pay the regular fee.
- g. Houseguests may utilize the following:
- h. Fitness Center

Monday
Closed

Tuesday-Saturday 7 a.m.
to 7 p.m.

Sunday

7 a.m. to 5 p.m.

ii. Pool

Pool use is subject to pool guest rules in effect.

6. The sponsoring member shall be responsible for all charges incurred by their guests. The sponsoring member is also responsible for the conduct of a guest while at the Club. If the manner, deportment, or appearance of any guest is deemed unsatisfactory, the sponsoring member shall, at the request of the Club, cause such guest to surrender the guest card and leave the premises of the Club.
7. Resident Non-Members:
 - a. Resident non-members who live in The Grove can use the Club facilities to attend private functions. Such terms and conditions are to be determined by the Board of Governors from time to time.
 - b. Resident non-members are permitted to dine as guests when accompanied by their children and/or siblings who are members. A service charge will be applied to the resident non-member dining bill. The resident non-member does not have access rights to any other department or facility of the Club.

F) LANGUAGE

1. Inappropriate language will not be tolerated at The Grove Country Club. Members and guests will receive an initial warning to refrain from such language. If a Member or guest receives a second warning, a letter will be sent to the respective party and a copy will be maintained in The Grove Member's file.

**SECTION III
GOLF RULES**

Preface

Welcome to the publication of the rules and policies of The Grove Country Club. In conjunction with the "Rules of Golf" published by the USGA, this manual is intended to assist you in having an enjoyable and safe round of golf at our Club every time you play.

Please remember that while a great deal of effort went into compiling the information for this manual, it cannot cover every situation that may arise. If questions occur outside the scope of this publication, please check with your professional staff for further information.

All golf rules apply April 15th to November 1st.

Thank you and enjoy your round.

A) THE GROVE GOLF RULES

Each person using the course should do their part to ensure a pleasant experience for all members and their guests. Be respectful to our Club professional staff and other members; leave your golf course in the same condition as you found it; be mindful of your pace of play and make every effort to adhere to the Club's rules.

Failure to adhere to these guidelines and the rules detailed below may result in sanctions against the player and/or the group.

B) GENERAL GOLF RULES

1. Be on time: Once the golf staff has determined the order of play, all players must be present and ready to play at their designated time.
2. Pace of Play: Each group must maintain the pace of play as determined by the golf professional and keep that pace throughout the entire round.

Pace of play guidelines are:

- a. It is expected that all groups complete their round in four (4) hours or less and that every effort is made to keep pace with the group in front of you, and that your group does not hold up the group behind you.
- b. Players who stop after the ninth (9th) hole for any reason may not delay the following groups of players. Failure of groups to proceed to the tenth (10th) hole on a timely basis may incur a loss of hole or the entire back nine (9).

- c. Advise the starter or golf shop if any or all your group intends to stop play after nine (9) holes.

C) RULE ENFORCEMENT

The starter, golf rangers, and golf staff have full authority to enforce all rules and pace of play guidelines. Their decisions are final and are not to be disputed. Players must follow any/all requests or instructions without delay.

D) GOLF EQUIPMENT

Each player must have their own set of clubs, or a set of rental/loaner clubs provided by the Club.

E) RESPONSIBILITY FOR VIOLATIONS

Any disciplinary or other action for a rules violation by a guest shall be assessed against the sponsoring member.

F) ATTIRE

Appropriate golf attire is required for all players while using any golf facility, and members are responsible for informing their guests of the Club's golf attire policies.

1. Shoes: Golf shoes must have soft spikes or be spike-less. Sneakers are allowed. Metal spikes are not permitted.
2. Men
 - a. Acceptable: Collared, mock, and turtleneck shirts. Unless a medical condition prevents it, all shirts must be tucked inside the shorts and pants. Shirts must have sleeves. Slacks & golf shorts- no shorter than four (4) inches above the knee. Caps, visors, bucket hats & straw hats. Bills of caps and visors must always be worn forward.
 - b. Unacceptable: Tee Shirts, tank tops, sleeveless shirts, and jeans. Any apparel made with denim. Workout or athletic shorts, shirts, and sweatpants. Any attire deemed inappropriate by the professional staff.
3. Women
 - a. Acceptable: Shorts, skirts, skorts- no shorter than four (4) inches above the knee, capris, crops, and pants. Collared shirts, tee shirts, sleeveless shirts. Sleeveless shirts must have shoulder bands at least two (2) inches thick. Hats, visors, caps.

- b. Unacceptable: Tank tops and jeans. Any apparel made with denim. Workout or athletic shorts, shirts, and sweatpants. Any attire deemed inappropriate by the professional staff.

G) GOLF STARTING TIMES

1. All starting times are available on a first-come, first-served basis. Telephone calls will not be accepted for tee times.
2. Single may not reserve starting times and must contact the golf shop. Singles will be paired with other groups at the discretion of the golf shop or starter.
3. Twosomes may be paired with other twosomes or singles at the discretion of the golf shop or starter.
4. Groups of five (5) players shall not be permitted at any time without the permission of the golf professional staff. Fivesomes may be allowed but must keep the pace of play or split up into two groups.
5. Notify the golf shop of any cancellation as soon as possible (except for emergencies) and at least one (1) day before play.
6. All golfers must register with the golf staff before their round.
7. All players must be present and ready to play at their starting time. Players should plan to arrive early enough to allow for lines, check-in, and warm-up.

H) RAIN DELAY POLICY

1. The Grove Country Club is equipped with a lightning detection system. One long horn blast will signal a suspension of play, and golfers should seek shelter immediately; three (3) short blasts will signal all clear.
2. If the superintendent or golf professional determines that the course will be closed, the course will be evaluated periodically for playability and opening time.

I) RAIN-CHECK POLICY

When rains/storms cause termination of play, a credit for that day's golf fees will be issued under the following procedure:

Four (4) holes or less completed - full credit

Five (5) through thirteen (13) holes completed – nine (9) hole credit Thirteen (13) holes or more completed – no credit

J) DRIVING RANGE

1. All Grove golf members and accompanied guests may use the practice facility at any time.
2. Employees checking membership status are acting on behalf of the Club.
3. Use of range balls on the golf course is strictly prohibited. Violators will be reported to the General Manager, resulting in a loss of club privileges.
4. Dress code regulations apply to all practice areas.
5. Children twelve (12) and under must be accompanied by an adult.

K) GOLF CART RULES

1. Carts must not be driven in prohibited areas at any time. Carts driven in restricted areas will be locked.
 - a. Prohibited areas include anywhere on all par threes (3's), other than cart paths, and all bunkers, all greens, any area within thirty (30) feet of greens, any area of the course roped off, or any area specifically marked as a prohibited area.
2. Obey all signs, GPS messages and instructions, ropes, and stakes directing cart traffic.
3. Tampering with GPS units (including shutting them off) is strictly prohibited.
4. Carts must leave fairways as directed by signage and/or stakes or other indicators.
5. Always use cart paths where provided, especially near tees and greens. Club-owned golf carts are for use on the golf course only.
6. A valid driver's license is required for anyone operating a golf cart.
7. No more than two (2) people are allowed in a cart.
8. The operation of a cart is at the risk of the operator. The cost of repair to a Club owned cart damaged while issued to a member will be charged to that member.

Damage to a cart while given to a guest will be charged to the sponsoring member.

9. Members who have not registered for the annual Cart Fee Program must sign in at the golf shop before each round.
10. Golfers are always expected to ride in a golf cart with their playing partners. Golfers who request a single cart and ride alone will be billed a full cart fee instead of half. In situations where an odd number of Golfers are in the group, the single rider will only be billed a half cart fee.

L) HANDICAPS

1. Per World Handicap System requirements, The Grove has established a Handicap Committee to ensure the integrity of the World Handicap System. The Handicap Committee sees that scores are posted, all elements of the World Handicap System are followed, and the integrity of each Handicap Index issued is maintained.
2. All Members must accurately post their score for each round played according to World Handicap System handicapping rules and utilize Net Double Bogey where appropriate. Net double bogey is used when a player's actual or most likely score exceeds the maximum allowed per their handicap.

DIAGRAM 3.1b: CALCULATION AND APPLICATION OF NET DOUBLE BOGEY ADJUSTMENT FOR MAXIMUM HOLE SCORE

Name: *Jane Smith* Handicap: *16* Date: *12/09/20*

Hole	1	2	3	4	5	6	7	8	9	Out
Par	4	4	4	3	4	5	3	4	4	35
Stroke Index	7✓	13✓	3✓	15✓	11✓	1✓	17	5✓	9✓	
Score	5	5	6	4	5	5	3	5	5	43

✓ = Stroke received

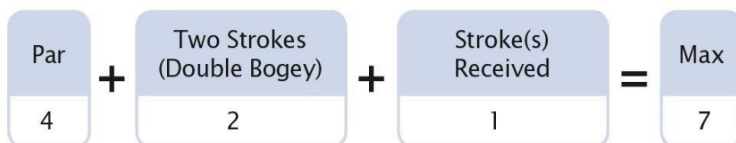
Hole	10	11	12	13	14	15	16	17	18	In	TOTAL
Par	3	4	5	3	4	5	3	4	4	35	70
Stroke Index	18	12✓	4✓	14✓	8✓	2✓	16✓	6✓	10✓		
Score	3	4	6	4	5	5	3	9	6	45	88

Gross score

Adjusted gross score for handicap purposes

Gross hole score

Net double bogey



Example:

Jane Smith has a sixteen (16) handicap and had a rough hole making a nine (9) on a par four (4). She isn't sure what the score should be for posting. What should she do?

- The maximum hole score for each player will be limited to a net double bogey. Net double bogey is a gross double bogey plus the number of handicap strokes a player receives on that hole. In this example, the highest score Jane could post for that hole would be a seven (7) – double bogey on the par-four (4), which is six (6), plus one (1) stroke she receives for her handicap.
- If Jane were a thirty-six (36) handicap, then eight (8) would be the maximum score she could take for handicap purposes. Double bogey on a par four (4), which is six (6) plus the two (2) strokes she receives.
- Keep in mind; the maximum hole score is only used for handicap posting purposes. If playing in a tournament, unless a part of the format, there is no maximum score per hole, and you must use whatever score you made.

M) HOLE-IN-ONE REWARD PROGRAM

1. All Hole-in-One winners will receive 100% of the Hole-in-One prize pool.
2. All primary golf members will be charged \$20 on their membership statement each time a hole-in-one is made by a golf member or their designated significant other.
3. Winnings will be designated in the amount of 60% food and beverage credit and 40% golf shop credit.

N) HANDICAP FLAG GOLFER GUIDELINES

Members who require their golf cart GPS restriction to be turned off to drive their golf carts closer to the green must register in the golf shop before play and provide a government issued handicap placard. Handicap eligible golfers must obey all traffic stakes and maintenance ropes and, when approaching the green, may park no nearer than 30 feet from the green. A member needs to register only once and register for play in the golf shop before each round to adjust their golf cart GPS.

O) GOLF COURSE ETIQUETTE AND PACE OF PLAY GUIDELINES

Each person using the course should do their part to make a round of golf at The Grove a pleasant experience for everyone. Leave your golf course in better condition than you found it. Be mindful of your pace of play. Failure to adhere to the following guidelines may result in sanctions against the player and the group. The Club may require all members to periodically attend an education session on the pace of play, golf course etiquette, and Club rules.

1. Course Etiquette:
 - a. Repair your ball marks on the greens and any others as well.
 - b. Fill all divots you make on the course with sand in the sand bottles on the golf carts.
 - c. Carefully rake sand traps after use.
 - d. Ball hawking is also prohibited. Players may retrieve their ball if reachable but may not search for others.
2. Pace of Play:

SAVING JUST THIRTY (30) SECONDS A HOLE
SHORTENS YOUR ROUND BY NINE (9) MINUTES.

- a. Be ready to make your shot when it is your turn to play, and don't be afraid to go out of turn if doing so will contribute significantly to your group's progress. Play READY GOLF when practical.
- b. Driving your golf cart to the most direct path to the next tee when approaching a green. Never leave the golf cart in front of the green where you will have to go back to get it.
- c. When the play of a hole is completed, leave the green promptly and proceed to the next tee without delay.
- d. Do the scoring for the completed hole while the others in your group play from the next tee.
- e. Do not sit in the cart waiting for another player to hit a shot. Take a few clubs and walk to your ball or drive the cart to your ball so you will be ready to hit without delay.
- f. When returning to your cart, do not put your clubs back in your golf bag. Keep them in your hand until you get to the next tee or stop.
- g. All players should be standing on the tee at each hole. Do not wait in your cart or off the tee while others in your group are teeing off.
- h. Make every effort to keep pace with the group in front of you.
- i. Play from a set of tees compatible with your skill level and in consideration of how far you can hit the golf ball. This will not only speed up play, but more importantly, you will enjoy your golf so much more.
- j. Stopping for Lunch: If a group stops for lunch at the turn, they will be required to check-in with the starter/golf shop before resuming play. They will be permitted to resume play only if an open spot is available.
- k. A warning will be issued to golfers who fall behind the expected pace of play. Golfers who continue to fall behind the expected pace of play after a warning has already been issued, will be asked to skip the appropriate number of holes necessary to get back on the expected pace of play.

P) COMPLAINTS

All complaints, whether against staff or another member, should be in writing and submitted to the Director of Golf.

Q) GOLF SHOP CREDIT BOOK

All credit book credits will expire on December fifteenth (15th) of each year.

R) SOCIAL MEMBER ACCESS TO GOLF

1. All social members will be entitled to play five (5) times between May 1st – September 30th and may play in two (2) Nine & Dine events subject to availability per year. Use of the practice facility will count against the five (5) plays.

S) CANCELLATIONS

Notify the golf shop of any cancellation as soon as possible (except for emergencies) and at least one (1) day before play so that the canceled time may be issued to another group.

1. No-Show Policy:

- a. All players who "no-show" an event may be charged the event entry.
 - i. First (1st) and second (2nd) offense within one (1) year: member will receive a warning letter.
 - ii. Third (3rd) offense within one (1) year: member will receive a letter and will receive a one (1) week suspension of golf privileges.
 - iii. Fourth (4th) offense within one (1) year: member will receive a letter and will receive a one (1) month suspension of golf privileges.

T) LIGHTNING

1. There are two (2) warning signals (siren):
 - a. One (1) long ten (10) second blast: lightning imminent – may be repeated. Stop play immediately and seek cover.
 - b. Three (3) short two (2) second blasts: all clear – reduced danger.
2. Areas to seek out: Clubhouse, on-course buildings, lightning shelters, maintenance buildings, automobiles, or trucks. Dense woods or low-lying areas if above are not available.

3. Areas to avoid: Open areas, tall trees, overhead wires, golf carts, water, metal fences, elevated ground, and mowers. Avoid the use of cell phones and radios.

U) GOLF GUESTS 1.

General:

- b. A guest for golf at The Grove is defined as anyone who is not a member.
- c. Members may only bring one (1) guest before nine o'clock (9:00) a.m. on Saturday - Sunday (and holidays).
- c. Members may bring a maximum of three (3) guests at any one time unless the golf professional staff approves a greater number of guests.
- d. Social members may not be guests at The Grove Country Club.
- e. The host member must accompany guests.
- f. Members are responsible for all their guest's fees and charges.
- g. Members are responsible for the conduct of their guests.

2. Family Guest:

- a. A family guest is determined as a grandparent, parent, child, grandchild, greatgrandchild, son/daughter-in-law.
- b. Family guests must be accompanied by the family member when using Club facilities.

3. Regular Guest:

- a. Regular guests must be accompanied by the sponsoring member when using Club facilities.
- b. A regular guest may not play more than five (5) times from May 1st – September 30th regardless of the sponsoring member. Participation in Club golf events is not counted against these caps.

V) DEPENDENT MEMBER

Dependent members may play during the following times:

Tuesday – Friday: anytime

Saturday and Sunday (and holidays): after eleven o'clock (10:00) a.m.

W) CHILDREN

The Grove Country Club is committed to safeguarding the well-being of its members and children. A member or guest under sixteen (16) is considered a child. Children must always respect the members and staff and adhere to all policies and rules.

1. Clubhouse: all children MUST be accompanied by a parent or guardian.
2. Dress code: all children must adhere to the dress code policy set by the Club.
3. Golf facilities: all children must be accompanied by a parent, guardian, or staff member on the golf course.
4. Children must adhere to all golf play and etiquette policies. The professional staff has the right to remove any child from the golf course if any of these policies are violated.
5. Golf Cart: all children must be with a parent, guardian, or staff member when riding in a cart. Children are NOT PERMITTED to drive a golf cart.

X) SANCTIONS FOR RULES VIOLATIONS

The rules were created to ensure that every member's experience is pleasant and memorable and that our golf course will be maintained in the best possible condition for every member's enjoyment. This can only be accomplished if all our members make a sincere effort to follow and adhere to these rules and policies. For those who do not, the following sanctions will be invoked:

1. Driving in a prohibited area shall carry a suspension of the member as follows:
 - a. First (1st) Offense: violation letter.
 - b. Second (2nd) Offense: one (1) week suspension of the use of the golf facilities
 - c. Third (3rd) Offense: two (2) week suspension of the use of the golf facilities

- d. Fourth (4th) Offense: thirty (30) day suspension of the use of the golf facilities
2. Sanctions for more than the first (1st) offense shall be determined based on a rolling twelve (12) months from the date of the first (1st) offense.
 3. Members who in a Grove event knowingly submit a scorecard that shows the number of strokes to be lower than what they scored, or members who knowingly falsely attest to such an incorrect score shall be disqualified from that event and:
 - a. First (1st) offense: thirty (30) day suspension of the use of The Grove facilities and banned from participating in club golf events for sixty (60) days.
 - b. Second (2nd) offense: sixty (60) day suspension of the use of The Grove facilities and banned from participating in The Grove golf events for one (1) year.
 - c. If any of these suspensions carry through the end of the season, the additional days shall be added on at the beginning of the following season.
 4. Members who violate other rules, including but not limited to the following list, will receive a warning for the first (1st) offense. Repeated violations will result in suspensions as determined by the General Manager.
 - a. Using a range ball on the course
 - b. Not adhering to the pace of play guidelines.
 - c. Arguing with a ranger or staff member
 - d. Posting improper scores
 - e. Violating Handicap player rules, including phony registration
 - f. Failure to rake bunkers
 - g. Failure to repair fairway divots with sand
 - h. Failure to repair divots on greens
 - i. Violating cell phone policies

5. If you observe a member of another group violating these rules, please immediately report the violation to a staff member. Please do not ever confront the member. Be sure that all members of your group comply with these rules.

SECTION IV TENNIS RULES

A) GENERAL

1. Members and guests are expected to cooperate in abiding by The Grove Country Club tennis rules and regulations, and to show proper courtesy toward other members, all staff, and golf shop personnel.
2. If a member has a complaint, it should first be addressed to the professional staff. Issues that cannot be resolved between a member and the professional staff should then be addressed to the General Manager.
3. The rules of the USTA shall apply except when in conflict with any of the rules of The Grove.
4. The professional staff shall determine when the courts are playable and not due to weather conditions or maintenance purposes.

B) TENNIS COURT HOURS OF OPERATION

The tennis courts will be open at seven-thirty (7:30) a.m. every day. In season, the golf shop will close at five-thirty (5:30) p.m. weekdays and five o'clock (5:00) p.m. on weekends. Offseason, the golf shop will close at three o'clock (3:00) p.m. every day.

C) RESERVATIONS

1. All players must sign in at the golf shop at least ten (10) minutes before their scheduled playtime.
2. Players may not change courts without the permission of the appropriate golf shop personnel.
3. Players unable to keep their appointed court time must notify the golf shop. A ten (10) minute grace period will be allowed beyond the scheduled start time, after which the court will be made available to others waiting.
4. Members always have priority for court time over a guest unless it is prescheduled during guest hours.
5. Sports members will have priority sign-up privileges to reserve court playing times and not be required to pay court fees.

6. Doubles may reserve a court for one and a half (1½) hours, singles for one (1) hour.
7. The Club professional staff may reserve courts for tournaments, clinics, team play, or other special events as per their judgment. Whenever possible, advance notice will be given to members of special events by posting on the bulletin board outside the golf shop.
8. Interclub matches and leagues have priority for court time. Special tennis events have priority for court time. If an event is rained out, it may have to be rescheduled.
9. Children of members may be allowed to reserve courts at the discretion of the professional staff and the parents' approval.
10. Only The Grove professionals and professionals affiliated with The Grove are permitted to provide lessons to members and their guests. Members are prohibited from bringing outside professionals for instructional purposes.
11. Smoking is not permitted in the tennis area.
12. Proper tennis attire is required at all times. Colors are permitted: however, cutoffs, Bermuda's, bathing suits, gym shorts, slacks, blue jeans, running shorts, and halter tops are not permitted. Men are not allowed to wear tank tops or play without a shirt. Smooth-soled tennis shoes are required. Anyone not properly attired may be asked to change or leave the court. The professional staff will make the final decision in all cases.

D) GUEST POLICY

1. Non-Resident Guests
 - a. Guests are not permitted to play before eleven o'clock (11:00) a.m. on weekends or during peak holidays. If courts are available, guests may play earlier, at the professional staff's discretion.
 - b. Guest fees are determined by management.
 - c. On weekdays, guests may play anytime provided courts are available. Professional staff will make all decisions. Court fees are applicable.
 - d. During the season, guests are permitted to play free of charge on Wednesdays and Sundays after eleven o'clock (11:00) a.m.

- e. Off-season, guests may play on Wednesdays and Sundays after ten o'clock (10:00) a.m. free of charge.

2. House Guests

- a. The advantage of being a house guest is to use the tennis facility without the presence of the sponsoring member and to be able to play tennis before eleven o'clock (11:00) a.m. on weekends and holidays in season. Houseguests may play tennis at any time.
- b. Houseguests must be registered at the receptionist in the lobby and issued a house guest pass identifying the charge number of the resident member who shall be responsible for all charges incurred by the guest. Guest fees are determined by management.
- c. Guests with passes may play an unlimited number of times during the past period and may fill in a game at any time.
- d. Non-member residents are not permitted to use the courts.
- e. All guests must register at the golf shop, paying all applicable fees, before going to the courts.
- f. Children of family members over the age of twenty-six (26) are considered guests unless they reside with their parents and have been added to the membership in the 'Adult Offspring Member' category. All children of members, whether under or over twenty-six (26) years old, must have a picture ID card and be prepared to present it when requesting a court.

E) ETIQUETTE

1. Courts should be vacated when the reserved playing time is up and two or more of the players scheduled for the next period have arrived.
2. Players should not arrive at their court before their scheduled court time.
3. A player requesting the return of a ball from another court should wait until the play of a point has halted. Players should not retrieve balls from another court themselves.
4. Persons not playing should stay off-court surfaces.
5. Children may not play in the area of the tennis courts.

6. Loud or offensive language and abuse of facilities and/or equipment are not acceptable behavior. Offenders will be asked to cease by the professional staff.
7. Egregious or repeated violations will be referred to management.

**SECTION V
POOL RULES**

A) HOURS OF OPERATION

Pool Hours of operation are:

May 28th - September 4th. Check Website for pool hours

1. Use of the pool is only permitted during pool operating hours.
2. All rules shall be enforced. A violation of the rules will result in a warning for the first (1st) offense. Second (2nd) and subsequent offenses will result in a one- hundred-dollar (\$100.00) fine for each instance.
3. Egregious and continuing violations will result in a grievance filing, resulting in a suspension from all Club activities.
4. The pool attendant will submit a written report to management detailing any incident where the member or guest does not follow the rules.

B) POOL USE RULES

1. A member arriving at the pool alone shall receive a maximum of one towel.
2. Chaises and chairs may not be reserved at any time.

C) GENERAL POOL ACCESS - NON-HOLIDAYS

1. The Guest Fee is fifteen dollars. Pool Guest fees apply to anyone who is not a member of the Grove Country Club Excluding Grandchildren under the age of sixteen (16).
2. Anyone who is not a member of The Grove Country Club is considered a guest.
3. Guests are required to check-in at the pool entrance.

D) GENERAL POOL ACCESS - HOLIDAYS

1. Members are required to bring their membership card with them or have a picture of their membership card on their phone.
2. A station will be located in the reservation lobby for guests to register for day passes and weekly house guest passes.

3. The staff will take a picture for weekly guest passes, print cards and place wristbands on the guest if applicable. All passes will have pictures (old cards will be invalid).
4. Members who reserve chaise lounges and/or chairs while at the pool who dine at the grill are allowed one and a half (1½) hours for their meal. After one and a half (1½) hours, pool staff may remove the member's items from the chaise lounge and/or chair.
5. Members/guests must check-in at the towel hut. At that time, they will be given towels and a lounge assignment. Member/guest will sign for towels.
6. All lounges will be numbered.
7. Pool attendants will escort members/guests to lounges. Lounge chairs will be assigned only to those present (no reserving of lounges).
8. The attendant will put a brightly colored band around the lounge, indicating it is occupied.
9. When leaving, member/guest must return towels and bands to towel hut.
10. Children twelve (12) and under are not permitted to have lounges.

E) ATTIRE / ETIQUETTE

1. All swimmers must wear appropriate swimming attire. Cutoffs, jeans, and Bermuda shorts are not considered appropriate swimwear.
2. Changing of children's diapers on the pool deck is not permitted. Locker room changing tables are available for such use.
3. All persons using the pool furniture must cover the furniture with a towel when using sunscreen or tanning products.
4. Running and noisy or hazardous activities are not permitted in the pool areas. Pushing, dunking, and dangerous games are also prohibited. Any dangerous conduct that interferes with others, including ball playing or games, may be subject to termination at the discretion of management. If management determines behavior is dangerous or interferes with others, the member may be subject to a fine or grievance procedures.
5. No audio or visual equipment may be used except devices listened to through earphones.

6. All persons using the pool areas are urged to keep the area clean by properly disposing of napkins, cans, paper plates, etc.
7. During family holiday periods, management has the authority to open all pool deck seating areas and all pools for family use.
8. Smoking and vaping are prohibited.
9. All pets are prohibited in the pool areas and grill except service animals. The Grove Country Club abides by the ADA (Americans with Disabilities Act) regulations regarding emotional support/comfort animals/service animals. Designated' service animals' such as guide dogs, hearing dogs, mobility dogs, seizure alert/response dogs, and autism dogs are allowed on Club premises. Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II, and Title III of the ADA and are not allowed on Club premises.
10. Members and guests must refrain from interfering with any water aerobics classes or Club sponsored water activities.
11. Only swim instructors contracted by The Grove Country Club will be allowed to conduct swim lessons.
12. No lounges or chairs may be reserved by members or guests not present on the pool deck.
13. Umbrellas, pool lounges, and chairs are obtained on a first-come, first-served basis.
14. Upon entering the pool area, all members and their guests must register at the towel hut.
15. The pool attendant has full authority to enforce all rules and regulations. Any infractions will be reported to management.

F) CHILDREN

1. Children under fifteen (15) years of age may not have their own chaise lounge or chair unless the pool is underutilized at the time. This is at the discretion of the Pool Manager.
2. Children under ten (10) years of age are not allowed to use the pool facilities (pool deck or pool locker rooms) unless accompanied by a supervising adult.

3. Children who are not "potty trained" must wear swimming diapers in all pools.
4. Children under six (6) years of age are to be supervised by an adult at all times in the pool areas.

G) LOCKER ROOM AREAS

1. Lockers are for day use only. All items left in the locker will be removed each night.
2. The Grove Country Club is not responsible for any lost items.

H) FOOD & BEVERAGE

1. No private parties or groups can use the pool area without consent from management.
2. All food and beverages must be purchased from the cabana, grill, or main dining room, except food and drinks for infants. No outside food or beverages may be brought into the pool area.
3. Glass objects, drinking glasses, and sharp objects are not permitted in the pool area.
4. Consumption of food is not permitted in the pool.

I) MEDICAL HISTORY

Please consult with your physician before doing any physical activities in the pool.

J) CELL PHONE POLICY

Limit cell phone use on the pool deck when seated adjacent to others. Please be courteous to others and move your conversations to a private area.

K) POOL TOWEL POLICY

1. All towels are for use in the pool area only and should not be taken outside the pool gates. Towels must be returned by closing time each day. If not returned that day a twenty-five-dollar (\$25.00) charge will be applied to a member's account.
2. A limit of one (1) towel per person is required to ensure adequate supply for members and guests.
3. Upon return, any soiled, stained, or damaged towels will incur a twenty-five-dollar (\$25.00) charge automatically applied to a member's account.

**SECTION VI
FITNESS FACILITY**

A) GENERAL

The Fitness facilities hours of operation are:

In season, the fitness center hours are:

Monday

Closed

Tuesday-Saturday 7 a.m.

to 7 p.m.

Sunday

7 a.m. to 5 p.m.

1. No personal trainers are permitted, except trainers who have a contract with The Grove.
2. The Grove Country Club is not responsible for injuries resulting to members or guests due to any activity or services carried out in the fitness center.
3. All equipment should be returned to its proper place when finished.
4. A towel should be placed between the exercisers and the equipment.
5. Talking on cell phones is prohibited in the fitness center.

B) ATTIRE

1. Proper sports attire must be worn at all times in the fitness center.
2. Athletic shoes are the only acceptable footwear in the fitness center. No open-toed shoes are permitted in the fitness center.
3. Exercisers may not wear perfume or cologne in the fitness center.

C) GUEST POLICIES

1. No guest time restrictions during the off season.

2. The Grove fitness center will offer special guest hours to members' guests who possess a valid "house" pass for thirty-five dollars (\$35.00) per week per person, or a "fitness" guest pass for fifteen dollars (\$15.00) per day per person. Members' guests will be able to enter the fitness center during the special early guest hours and use all the equipment, classes, and amenities the facility offers. All other existing Club rules and policies still apply.
3. Guests are always welcome after ten o'clock (10:00) a.m. daily during the season.
4. Fitness classes are offered to guests at all times based on space availability. If maximum capacity is reached, members have priority.
5. Guests must possess a guest pass that the sponsoring member has purchased. The member does not need to be present when guests use the facility. A picture of a valid guest pass on the phone may be presented instead of the guest pass.
 - a. Suppose a guest uses the fitness center without a valid guest pass. In that case, management will advise the sponsoring member that their Club account will be charged a fitness guest pass fee of fifteen dollars (\$15.00) plus tax and an additional twenty-dollar (\$20.00) charge for that day.

D) FOOD & BEVERAGE

Only water beverages are permitted in the fitness center. All other drinks and all foods are prohibited in the fitness center.

E) MEDICAL HISTORY

1. Before the use of the fitness facilities/services with a personal trainer, a member and any guest will be required to complete a health questionnaire and sign a waiver of liability agreeing to hold the Club and its affiliates, directors, officers, employees, representatives, and agents harmless from all damages of any kind whatsoever, whether to person or equipment connected with the use of the exercise facilities and aquatic facilities, even if the use of the exercise facilities and marine facilities is pursuant to directions received from personal trainers or instructors.
2. The Club reserves the right to deny usage of certain and/or all workout equipment to persons with a history of known medical problems that may jeopardize the health of a member or guest.

3. It is the responsibility of all persons using the fitness facilities to consult with their physician. Such a person should be in good physical condition and have no physical, medical, or psychological conditions, disabilities, impairments, or ailments, chronic or otherwise, which would preclude, impair, or prevent them from using the fitness facilities or engaging in active activity or passive exercise.
4. Members assume the full risk of loss and responsibility for damages to their health.

F) CARDIOVASCULAR EQUIPMENT

1. Cardiovascular equipment usage may be limited to thirty (30) minutes if there is a waitlist.
2. Cardiovascular equipment cannot be reserved in advance; persons must be present.
3. Equipment must be wiped after use. Gym wipes are provided and conveniently mounted around the facility.
4. Members and guests must bring their headphones for audio equipment use.

SECTION VII LOCKER ROOMS

A) LOCKER AREAS

1. The Club shall not be responsible for any loss or damages to any property left or stored in the facility. Please do not store or bring valuable items into the facility.
2. Children under eighteen (18) may not enter the locker rooms.

B) STEAM ROOM

1. Usage is limited to fifteen (15) minutes or less.
2. Always inform a floor attendant before using the steam room.
3. Always shower before using the steam room.
4. Do not utilize these facilities if you have a medical condition or heart-related issues, including high blood pressure.
5. When possible, use the "buddy system" whenever you use the steam room.

C) STEAM ROOM AND SHOWER GUIDELINES

For safety and health reasons, it is required that you observe the following steam room and shower guidelines:

1. State law requires everyone to shower before utilizing all spa facilities or having treatments.
2. Individuals with a history of cardiovascular disease, including high blood pressure, should check with their physician before using the steam room.
3. The steam room temperature is up to one hundred and twenty (120) degrees.
4. Time in the steam room should be limited to a maximum of fifteen (15) minutes.
5. Shaving is not permitted in the steam room.
6. Allow yourself at least five (5) minutes after exercising to cool down before entering the steam room.

**SECTION VIII
CHILDREN**

A) CLUB FACILITIES – GENERAL

1. Children under eighteen (18) years of age are not allowed in the Clubhouse unless accompanied and supervised by an adult.
2. Children under eighteen (18) years of age shall not be allowed in the men's and ladies' golf locker rooms in any of the Club's facilities unless accompanied by an adult or involved in a golfing activity.
3. Children under eighteen (18) years of age shall not be permitted in the Clubhouse or Pool Area after eight o'clock (8:00) p.m. unless accompanied by an adult or attending a Club activity.
4. Parents are responsible for supervising the activities of their children at all times.
5. No one under twenty-one (21) years of age shall be allowed to be served alcoholic beverages at any venue at any time.
6. All diaper changes are restricted to designated changing areas. All clothing changes must be in the locker rooms.
7. The Club is not responsible for any personal property left or lost on-premises.

B) GOLF

1. A member must accompany children under the age of twelve (12) at all times. Restrictions may apply regarding times children may use the golf facilities.
2. Children under the age of sixteen (16) cannot play before noon, in season, unless they are certified by the professional staff and accompanied by an adult member.

C) POOL

1. Children under the age of twelve (12) may not have their own chaise lounge or chair unless the pool is underutilized at the time. This is at the discretion of the General Manager.
2. Children under the age of twelve (12) are not allowed to use the pool facilities (pool deck or pool locker rooms) unless accompanied by a supervising adult.

3. Children who are not potty trained must wear swimming diapers in the pool.
4. Children under six (6) years of age are to be supervised by an adult at all times while in the pool area.

**SECTION IX
OPERATING GUIDELINES**

A) OPERATING GUIDELINES FOR NOT-FOR-PROFIT, CHARITABLE, AND OTHER ORGANIZATIONS SEEKING THE USE OF THE CLUB'S FACILITIES (THE "ORGANIZATIONS")

1. Objective: These guidelines intend to clarify the different Not-for-Profit Organizations that may request the Club's facilities and services and define the general conditions under which the services may be provided. These guidelines are not intended to discuss members or non-members requesting Club facilities for business, social or personal use.

2. Definitions:
 - a. Not-for-Profit organizations use their surplus revenues to achieve their purpose or mission rather than distributing their excess income to the organization's shareholders (or equivalents) as profit or dividends. This also includes Political Action Committees that advocate for specific causes.

 - b. Charitable organizations are Not-for-Profit Organizations centered on philanthropic goals and social well-being (e.g., charitable, educational, religious, or other activities serving the public interest or common good).

 - c. Other organizations are any organized group of Club members not designated as a Club standing or ad-hoc committee or association.

3. Groupings:

The Club categorizes the general conditions under which organizations may use the Club's facilities into three general categories (i.e., Category 1, Category 2, and Category 3):

 - a. Category One: These organizations promote one or more events at one of the Club's facilities. The organization pays all relevant fees and costs for their event that the Club charges. Requests for any such event must be submitted to the food and beverage department of the Club, who may accept or reject such request.

 - b. Category Two: Category one organizations who also seek additional services such as promoting the event in the Club's social calendar, in the Club's newsletter and on the Club's website. All other services must be approved by the COO/General Manager of the Club. A Club disclaimer will accompany any announcements.

c. Category Three: Category two organizations designated explicitly as category three organizations. Annually, the COO/General Manager will submit his recommendations to the Board for their consideration. These organizations will use the Club's facilities, have access to the additional services defined above and pay a discounted rate. There shall not be more than five (5) organizations each year in this category. *As designated by the COO/General Manager.

4. General:

- a. All organization events must be made available to the entire Club membership.
- b. Member participation with an organization is strictly voluntary.
- c. The Club, the Board, Committee Chairs and Vice-Chairs, and Management shall not make any representations that they endorse or recommend members' participation with any organization or any of its events or meetings. However, individual Board Members, Committee Chairs, and Vice-Chairs may individually endorse, volunteer, or contribute to an organization.
- d. Unless they have received prior approval from the COO/General Manager of the Club, organizations shall not solicit contributions in any manner from the Club's membership or their guests while on any of the common grounds, facilities, or venues of the Club.
- e. All materials or methods to be used to promote an organization's event must be approved by the COO/General Manager before such usage.
- f. Suppose an event is also offered to non-members of the Club. In that case, the number of anticipated members and non-members attending the event shall be provided by the organization when such request to use the Club's facilities is made. Subsequently, the number of accepted invitations to the event shall be provided within three (3) weeks and then within one (1) week of the event.
- g. Organizations desiring to use the Club's facilities must disclose any personal or business conflict of interest with the Club.
- h. The Club will not contribute any services or funds to any organization.
- i. The Club reserves the right to reject an event request for any reason.

B) OPERATING GUIDELINES FOR COMMITTEES

The following updated guidelines/rules are designed to provide an overview of the responsibilities of committee chairs and members and how best to run committee meetings.

1. General

- a. The committee's role is to advise and recommend to the Board of Governors, for their consideration, matters relating to each committee's assigned responsibilities.
- b. Committees are not responsible for making policy; they are responsible for making recommendations to the Board through the General Manager.
- c. Committees shall act by a vote of the majority of the committee members.
- d. Recommendations to the Board shall be made through the General Manager and in committee minutes to be conveyed to the General Manager's Executive Secretary.
- e. Although a committee member or Chair may interact with a member of the Club's management, they shall not make any attempt to manage the day-to-day operations of the Club. Should an operational issue arise between meetings, committee members should immediately contact the Chair, who will then contact management.
- f. Each year, the General Manager, subject to the approval of the Board of Governors shall designate the Chair and Vice-Chair(s) of all committees.
- g. Each year, committee member appointments are recommended to the Board by the Chairperson of that committee in consultation with the General Manager. The Board confirms all committee appointments.
- h. Committee chairs and members shall serve no longer than three (3) consecutive one (1) year terms on a given committee. The Board may make exceptions to this rule.
- i. A sub-committee may be convened by the Chair for a particular purpose and must conclude all subcommittee business by the end of the committee year.
- j. A committee chair may recommend the removal of a committee member, for cause, to the Board President.
- k. Reasons for removal or suspension from a committee may include the following:

i. Poor attendance, ii. Sanctioned, suspended, or fined by the Club, iii. Non-payment of Club dues or assessments in the last forty-five (45) days, iv. Violation of the confidentiality of committee proceedings.

I. The Board of Governors may remove a member from a committee for any reason. The Club shall indemnify each member of a committee and subcommittee.

2. Committee Composition

Each standing committee of the Club shall have the following:

Chairperson (Chair),

Vice-Chairperson(s) (Vice-Chair),

Club members (Committee Members),

A member(s) of Club Management,

One (1) member of the committee assigned to take minutes at each meeting, The General Manager is an ex-officio member of every committee.

3. Role of Committees

a. Make recommendations to the Board regarding issues/opportunities that might arise. The Board shall make the final decision regarding all issues/opportunities.

b. Committee chairs or members shall not manage, instruct, or reprimand staff or management regarding the operations and management of the Club.

c. Each committee shall confine its efforts to that committee's area of responsibility.

4. Committee Chair Responsibilities (in Conjunction with Vice Chair[s])

a. At the first convened meeting, explain the committee's scope, functions, and responsibilities.

b. Assign specific duties such as committee secretary.

c. Schedule committee meetings and inform committee members.

d. Set the agenda for each committee meeting.

e. Review the committee's past year's accomplishments.

f. Set goals for the current year.

- g. Review and submit minutes to the Board Liaison for inclusion in the Board of Governors meeting minutes.
- h. Evaluate the participation of committee members and submit a report to the President at the end of the committee year.
- i. Committees shall not appoint liaisons to other committees without the Board's approval.
- j. In the absence of the Chair, the Vice-Chair shall chair a meeting.
- k. Mentor Vice-Chair(s).

5. Role of a Committee Member

- a. Attend scheduled meetings.
- b. Focus efforts on accordance with the purpose and function of the committee.
- c. Realize the committee is not a forum for complaint or criticism, but rather a recognized platform to provide constructive recommendations to the Board of Governors.
- d. Listen to members' complaints or criticisms about the operations of the Club but do not respond to the member.
- e. Forward any complaints or criticism to the committee chair, management, and the liaison.
- f. When a committee consensus is reached, an individual member shall not publicly express opinions or make statements contrary to the committee's agreement.
- g. Members must always maintain committee confidentiality.
- h. Members should actively contribute to committee efforts.
- i. Sub-committee members are subject to the same guidelines/rules as committee members.

6. Meetings

- a. Meetings should be conducted according to the stated agenda.
- b. Meetings are not a forum for complaints or criticism about staff performance or the state of facilities.
- c. Members of the committee must act as a team and not independently of the committee.
- d. Members must maintain confidentiality.

SECTION X MEMBERSHIPS

A) GENERAL

All Club Members shall be entitled to use all of the facilities of the Club commonly referred to as the Facilities, plus certain access to the JPAEM reciprocal Facilities as provided in the General Club Rules and Regulations. A description of the terms and conditions upon which such memberships are offered, and the rights and privileges associated therewith is provided in the General Club Rules and Regulations, as they may be amended from time to time. In addition, the Club may from time to time offer nonmembers of The Grove the right to use the facilities. Terms and conditions upon which non-members are offered the rights and privileges associated therewith are provided in Section 3 of this Article and in the General Club Rules and Regulations.

B) TOTAL MEMBERSHIPS

The total number of Golf Memberships, with exclusive privileges of using the Golf Facilities shall be limited to a number of Members voted upon annually by the Board. A waiting list of those who wish to acquire a Grove Membership will be established by the Club, subject to rules promulgated by the Board from time to time. The Board of Governors shall have the authority to adopt additional rules and regulations to effectuate the intent of this paragraph.

C) PRIVILEGES OF MEMBERSHIP

Upon payment of the required Capital Contribution and the appropriate annual dues and charges, membership shall offer rights of access to, and use of the Club facilities as may be provided pursuant to the General Club Rules and Regulations.

D) CAPITAL CONTRIBUTION FOR MEMBERSHIP

Persons desiring to be a Member of the Club will be required to pay the Capital Contribution as determined by the Board of Governors from time to time. The amount of the Capital Contribution shall remain in effect until increased or decreased, from time to time, by the Board of Governors of the Club. The Capital Contribution required for a membership shall be the Capital Contribution charged when the purchaser makes application for membership in the Club.

E) APPLICATION FOR MEMBERSHIP

The criteria for Club membership for a resident in The Grove shall be ministerial only: i.e., limited to (1) providing requisite information as may be reasonably required for Club records; (2) filling out a proforma application; and (3) payment of the necessary sums as may be required by the Club from time to time.

F) MEMBERSHIPS IN MORE THAN ONE NAME

When a membership is issued in more than one name, each individual shall be jointly and severally liable for all dues, fees, other charges, and liabilities associated with such membership. No individual shall be discharged or released from liability for prior or subsequent dues, fees, other charges and liabilities except as may be provided herein.

G) TRANSFERRABILITY OF MEMBERSHIPS

Memberships are not transferable or assignable.

H) TRANSFER UPON DEATH OR DIVORCE

1. Upon the death of a Member, the membership automatically passes to the surviving spouse, if any, or to the legatee or heir identified pursuant to a will or other bona fide estate or family planning device. If the deceased Member is not survived by a spouse, then the legatee or heir of the residential unit in The Grove owned by the deceased Member shall continue in the same category of membership previously held by the deceased, if applicable, the legatee or heir acquires the right to possession and upon payment by the applicant of any assessments, dues and other charges due and owing.
2. In the event married persons are legally separated or divorced, title to the membership, including all of its rights and benefits, shall vest in the spouse awarded the membership, by a final decree of divorce. In the absence of a court decree, the rights and benefits of the membership shall vest in the registered owner of the membership, if any, or if no single registered owner of the membership exists, then the membership shall remain the joint and several liability of both parties.

SECTION XI GUEST PRIVILEGES

A) GUEST PRIVILEGES

Guests of Members may be extended day guest and houseguest privileges subject to applicable guest fees, charges and the Operating Rules established from time to time by the Board of Governors. A houseguest is defined as a guest residing in a member's residence.

B) RULES

1. Rules respecting the use of the Club facilities by day guests shall be as determined by the Board of Governors from time to time.
2. Residents of The Grove who are not Members of the Club can use the Club facilities only for private functions under such terms and conditions to be determined by the Board of Governors from time to time.

C) APPLICATION FORMS

Application forms requesting houseguest privileges may be obtained from the Club. Houseguest privileges will be extended to guests of a member while residing in the Member's residence. Houseguests shall include employees of a Member that reside in the Member's residence, subject to such employee using the Club facilities in the company of the Member or a member of the Member's family. The terms and conditions of houseguest privileges shall be as determined by the Board of Governors from time to time.

D) RULE VIOLATIONS

1. Members are responsible for the deportment of their guests, whether or not such Members are in residence. Members are responsible for all charges made by their guests.
2. Guest privileges may be denied, withdrawn, or revoked at any time for reasons considered sufficient by the Board of Governors in their sole and absolute discretion.

SECTION XII DUES

A) GENERAL

1. Annually, the Board of Governors will set the dues and fees to be charged in advance to Members and guests for the ensuing membership year, which will be the twelve (12) month period commencing January 1. The Board of Governors reserves the right to set the amount of annual dues to be payable by Members at any level it deems appropriate.
2. The allocation of dues and fees will be based on Membership Category and Class, as well as on the Fiscal Year in which each Member became a Member of the Club ("Year of Inception"). If any Member upgrades or downgrades to a new membership category, that Member's Year of Inception will be changed and will be based on the date of the upgrade or downgrade. The Board of Governors shall have the authority to make adjustments (either increases or decreases) to the dues, fees or other charges within any Membership Category or Class in order to achieve parity between the Members within such Membership Category or Class.
3. All dues and fees, other than the capital replacement fund and other capital assessments, will be applied against the Club's operating costs. It shall be the policy of the Club that the annual and all other dues, plus other receipts by the Club, shall be sufficient, insofar as possible to project, to meet the annual operating needs of the Club. The annual and other dues, as they are established from time to time by the Board of Governors, shall, insofar as possible, reflect this stated policy.
4. Dues, plus any applicable taxes, shall be due annually, in advance, at the beginning of each membership year payable at intervals set by the Board of Governors. New Members, upon admission, shall pay dues pro rata on the basis of the number of months remaining in the Club's membership year.
5. For purposes of determining annual dues, fees and assessments, memberships will be as determined by the Board of Governors and as set forth in the General Club Rules and Regulations.

SECTION XIII DELINQUENCIES

All annual dues and all fees shall be payable at intervals set by the Board of Governors. An itemized statement of any dues and current charges shall be transmitted monthly to each Member and must be paid monthly. Any Member will be delinquent in paying the Member's indebtedness to the Club if payment is not received by the Club by the fifteenth (15th) of the month following the month in which such statement is dated. Past due amounts owed to the Club by a Member may be charged a late fee and interest at an interest rate of eighteen percent (18%) per annum (or at the maximum amount allowed by law, if such amount is lower), as well as be subject to all other obligations and sanctions set forth in the then most current Billings and Collections policy adopted by the Board of Governors. Members who are delinquent in paying their indebtedness to the Club shall also be subject to such action as is deemed appropriate by the Board of Governors.

SECTION XIV DISCIPLINE

A) GENERAL

Any Member or any family member or guest of such Member whose conduct shall be deemed by the appropriate committee to be improper or likely to endanger the welfare, safety, harmony or good reputation of the Club or its Members may be reprimanded, fined, and/or suspended from the Club by action of the Board of Governors. The Board of Governors may, in addition to the discipline provided for above, require a member to write a letter of apology in a form approved by the Board of Governors. The Board of Governors shall be the sole judge of what constitutes improper conduct or conduct likely to endanger the welfare, safety, harmony or good reputation of the Club or its Members.

B) BOARD ACTION

Any such Member shall be notified of such proposed action and shall be given an opportunity to be heard by the Board of Governors to show cause why such Member should not be disciplined in accordance with this Article. If such Member desires to be heard, the Member shall notify the Board of Governors within fifteen (15) days of the date of notice to the Member of the proposed action. The Board of Governors shall set a time and date (not less than ten (10) days after receipt of notice from the Member of his desire to be heard) for such hearing. While such complaint is being considered by the Board, the Member may continue to enjoy the privileges of the Club to which the Member was entitled prior to such complaint in the discretion of the Club.

C) SUSPENSION

The Board of Governors may suspend a member and/or any family member or guest of such Member from some or all of the privileges of the Club for a period of up to one (1) year. Suspension of a Member may, at the discretion of the Board of Governors, continue during the period a member fails to write a required letter of apology in the form approved by the Board of Governors, provided such period does not exceed two (2) years. Dues and other obligations shall accrue during such suspension and shall be paid in full before reinstatement to full privileges.

D) TRESSPASSING BY SUSPENDED MEMBER

A Member whose privileges to use the Club have been suspended for any disciplinary or other reason (including nonpayment of dues, fees, assessments, or other charges) who enters or remains on Club property in violation of the terms of his or her suspension shall be treated as committing the offense of Trespass as set forth in 720 ILCS 5/21-3, or otherwise as provided under Illinois law. Procedures governing this provision may be established by the General Club Rules and Regulations.