

THE ROLLING HILLS SWIM AND TENNIS CLUB INCORPORATED RULES

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

GENERAL

1. All accidents and injuries which occur on Club grounds must be reported immediately to the Club Manager.
2. The Club will not be responsible for loss or damage to personal property.
3. Each adult member shall be responsible for damage to Club property caused by such member and by all persons on the premises by reason of his/her membership.
4. Pets are not permitted anywhere on Club Property with the exception of special events as designated by the Manager and approval by the Board of Trustees. Pets may not be left in cars
5. All automobiles shall be carefully parked in the Club parking lot, unless otherwise directed, in an orderly manner to make maximum use of the available space and to assure free ingress and egress for all other vehicles.
6. Automobiles shall not be driven at a speed in excess of 10 miles per hour on Club grounds.
7. No vehicles, including skateboards and in-line skates, are permitted on the Club grounds except for the purposes of entering or leaving the Club. All bicycles shall be parked in the designated area.
8. The Manager shall be in charge of all Club equipment and he/she shall assign the use of such equipment in a manner equitable to the entire membership.
9. Any misconduct or any infraction of these rules should be reported to the Club Manager.
10. All persons using the Club are strictly responsible for the proper disposal of their paper and debris in the facilities provided.

REGISTRATION

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

SWIMMING AREA RULES

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

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

SWIMMING AREA RULES (continued)

10. Any child who is eight years of age and who can pass the deep water test can use the Club facilities unaccompanied by a responsible supervisor. All other children must be accompanied by a member 14 years or older who is responsible for the behavior and safety of such child. Small children and babies must be in the immediate contact with an adult. Lifeguards and other employees are not baby-sitters. Ultimate responsibility rests with the parents or legal guardians.
11. When deemed necessary by the manager, only those persons passing prescribed tests may use the diving area and other deep portions of the pool.
12. Please -- children not completely toilet-trained must wear diapers intended for use while swimming and approved by the management.
13. For safety reasons, during crowded times a rope shall be placed across the pool near the 3'6" depth marker. Children who have not passed the deep weather test will be restricted to the shallower end. During those times, those who have passed the deep water test are not permitted in the shallower end except for passage to the exit steps.
14. Pool hours are posted at the pool. The pool manager may extend pool hours during very hot weather and may choose to close the pool for maintenance, health reasons, adverse weather conditions, or any reason he/she deems necessary.
15. All members shall leave the pool area within 15 minutes after the pool closes.

WADING POOL RULES

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

TENNIS AREA RULES

1. Lessons are available on a prearranged, formal basis.
2. Appropriate tennis apparel suggested. Non-scuffed, rubber-soled athletic shoes are required. Players must wear shirts at all times. Play is not allowed while wearing swim suits.
3. Spectators must remain outside the fence. Children under 10 years of age must be accompanied by an adult member.
4. No gum, food, beverage or alcohol will be permitted in the fenced-in court area.

TENNIS AREA RULES (continued)

5. All persons using the facilities do so at their own risk. The Club is not responsible for accidents, personal injury, or damage to personal property.
6. Hours are from 8:00 a.m. until dusk seven days a week. Play is not permitted prior to 8:00 a.m. Management reserves the right to close courts at its discretion.
7. Play is available to all members on a walk-on basis (including the off-season). The gates may be locked. Members can request keys from the Club Manager. Five courts are available to members. Adults (18 and over) have priority and can "bump" junior players (17 and under) after 4:00 p.m. Monday through Friday and all day Saturday and Sunday. When all courts are occupied and members are waiting, play is limited to one set or the completion of the set in progress.

GUESTS

1. GENERAL RULES

- A. Each member is responsible for the adherence to guest rules and pool rules by his/her guest(s).
- B. Every guest must be accompanied at the Club by his/her host member.
- C. Upon payment of the membership fee, each member shall have the unlimited use of club facilities for his/her guest except as restricted below.
- D. A "Tennis only" daily guest pass entitles the member's guest to use the tennis courts only.
- E. Guest passes may be purchased in advance or guest fees may be paid at the front gate.
- F. When a family membership constitutes one adult (unmarried/widowed) then this member shall be entitled to one guest at any time at no charge.
- G. The Board of Directors may make special arrangements for members, who have unusual guest situations.
- H. Shelter rental for parties: No more than two parties will be scheduled on phone reservations. a "request form" must be filled out in advance (available in pool office). A \$20 usage fee will be required to hold the date and for use of the shelter. Swimming guests are \$3.00 / child and \$4.00 / adult.

GUEST (continued)

2. GUEST CATEGORIES

A. Special Guest Definition

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

Special Guest Fees: Each member will pay a designated amount for each special guest per summer. This fee will be determined with the annual fees prior to each season by the Board of Trustees.

Special Guest Privileges: Season pass shall entitle the special guest or special guest family covered to use the Club facilities for the entire swimming season.

B. Local Guest Definition

Any person who is not a special guest and who lives within a 15 mile radius of the club.

Local Guest Fees: The daily guest fees shall be \$4.00 for each adult guest and \$3.00 for each guest under 17 years of age. Tennis only daily are available for \$3.00 per guest.

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

C. House Guest Definition

Any person who is neither a special guest nor a local guest who resides in the household of a member for more than 24 hours.

House Guest Fees

1. The daily guest fee shall be \$4.00 for each adult guest and \$3.00 for each guest under 17 years of age. Tennis only daily passes are available for \$3.00 per guest.
2. Members may purchase weekly passes for their house guests at the rate of \$25.00 per house guest family.

House Guest Privileges

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

GUEST (continued)

2. GUEST CATEGORIES (continued)

D. Out-of-Town Guest Definition

Any person who is neither a special guest, a local guest nor a house guest and who resides outside the 15 mile radius of the Club.

Out-of-Town Guest Fees

1. The daily guest fee shall be \$4.00 for each adult guest and \$3.00 for each guest under 17 years of age. Tennis only daily passes are available for \$3.00 per guest.
2. Members may purchase weekly passes for their out-of-town guests at the rate of \$25 per out of town guest family.

E. Baby-Sitter/Sittee/Nanny

Application for this special category must be made in writing to the Membership Committee and subject to approval by the Board of Trustees. Contact the Membership Committee for more information.

F. Grandchildren:

Application for this special category must be made in writing to the Membership Committee and subject to approval by the Board of Trustees. Contact the Membership Committee for more information.

BY-LAWS

ROLLING HILLS SWIM AND TENNIS CLUB INCORPORATED

ARTICLE 1 NAME

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

ARTICLE II PURPOSE

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

ARTICLE III MEMBERSHIPS

Section I--General Information

- (A) Memberships shall be open to residents of Fairfield, Ohio and vicinity.
- (B) Each membership shall include all the members of one family living together in one dwelling and they shall be entitled to one (1) vote in the conduct of business. Single members under the age of 18 will not have voting privileges.
- (C) Application for membership shall be made to the Membership Chairperson and must be approved by the Board of Trustees.

Section 2--Types of Membership

- (A) Family: (Associate membership is now eliminated)

Family memberships may be converted to a single membership for a member of the family's immediate household who is currently a named member on the family's membership.

- (B) Married, No Dependents:

Married no dependents status would be for a married couple with no dependents at home.

- (C) Senior Couple:

Senior couple status would be for couples over the age of 60 with no dependents.

- (D) Senior Single:

Senior single would be for a single person over the age of 60 with no dependents.

Section 2--Types of Membership (continued)

(E) Single:

A single membership is available to any one person age 13 or older. Parental signature required for those 16 and under for liability purposes. An active member in good standing will need to agree to act as a sponsor for anyone who is between 13 and 16 years of age. Single members aged 13 to 18 will not have the voting privilege.

(F) Certificate:

A certificate originally valued at \$350.00 was issued between January 1, 1973 to June 1, 1975. These certificates can be sold or transferred by the owner to persons or families approved by the Board of Directors.

(G) Charter:

Certificates worth \$350.00 were issued between May 8, 1962 and March 18, 1963. These certificates are not transferable. No charter memberships currently exist.

(H) Honorary:

Honorary members are to be approved annually by the Board of Trustees.

Section 3--Suspension of Membership Privileges

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

Section 4--Termination of Membership

- (A) Certificate Memberships shall be entitled to the following options:
 - (1) Sell or transfer their membership to a person or family approved by the Board of Trustees.
 - (2) Make a written application to the Membership Chairperson for refund of initiation fee; such refund amount not to exceed the initiation fee charge currently in effect at time membership is sold subject to conditions hereinafter stated. The certificate membership refund will be the financial obligation of the Club, but will simply be a service performed by the Club for members who are unable to sell their membership under the above conditions.
 - (3) If after five years following notification of termination of membership or suspension for nonpayment of dues a certificate member has not sold his membership, he will automatically be terminated.

Section 4--Termination of Membership (continued)

- (B) Any transfer or termination of membership shall be subject to the conditions hereinafter stated and shall otherwise be considered invalid.
 - (1) No membership may be transferred or terminated until all initiation fees, dues, and assessments are paid in full.
 - (2) No refund may be made until a compensating membership and initiation fee has been received by the Club.
 - (3) All Transfers or terminations must be made by written application to the Membership Chairperson and approved by the Board of Directors.
- (C) Membership initiation fees may be eligible for a 50% refund if the following criteria are met:
 - (1) A written request for refund must be submitted to the Board of Trustees.
 - (2) All initiation fees, dues, and assessments must be paid in full prior to the request.
 - (3) The family must have been relocated out of the immediate area (35 mile radius) prior to the beginning of the members third pool season (May 1).

ARTICLE IV DUES AND ASSESSMENTS

Section 1--Dues

- (A) Annual dues shall be levied on the membership sufficient to cover all operating and maintenance expenses for the Club's current year. This may include a reasonable allowance for contingencies and capital depreciation.
- (B) Annual dues shall be determined by the Board of Trustees and prorated among the members.
- (C) Annual membership payments are due by **May 15**. Any payments not received by **June 1** may be considered delinquent. All delinquent accounts may be assessed an appropriate late charge. The amount of the late charge shall be established and voted on by the Board of Trustees. A notice as to the amount of said late charge will be included in the annual dues statement.
- (D) New members (never been an adult member in prior years) joining the Club will pay dues according to the following prorated percentage at the current year's annual dues: May 1 - 100%, June 15 - 95%, July 1 - 75%, August 1 - 50%.
- (E) Senior members, age 60 and older, dues will be determined by the Board of Trustees as a portion of the family membership.

Section 2-- Assessments

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

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

ARTICLE V BOARD OF TRUSTEES

Section 1

The Club shall be governed by a Board of Trustees, no less than four (4) members serving as the executive committee, but can have as many as twelve (12) in number, elected by a majority vote of members at the annual meeting of the membership.

Section 2

The Trustees shall be elected to serve for three (3) years and until their successors are elected and qualified.

Section 3

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

Section 4--Vacancies

In the event of a vacancy on the Board, such vacancy shall be filled by the remaining members of the Board.

Section 5--Quorum

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

Section 6--Regular and Special Meetings

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

Section 7-- Auditing Committee

The Board of Trustees shall annually appoint an auditing committee to audit the books and accounts of the treasurer of the corporation.

Section 8

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

Section 9--Removal

The Board of **Trustees** may by majority vote, request the resignation of any Board member not considered to be contributing a fair share toward the operation at the Club.

ARTICLE VI OFFICERS

Section 1--Election

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

Section 2--Duties

- (A) **PRESIDENT:** The President shall preside at all Board and membership meetings and shall have the right to vote, and shall vote to break all ties, except in the case of election of the Board Members and Officers, in which case, the tie shall be broken by successive voting.
- (B) **VICE PRESIDENT:** The Vice President shall act in the place of the President in the latter's absence, and with the same voting privileges as the president, shall be chairperson of the membership committee, and shall keep a complete and up-to-date record of all memberships, as well as audit and monitor membership fees.
- (C) **SECRETARY:** The Secretary shall record properly all proceedings of the regular and special meetings of the Board and membership, conduct all general correspondence of the Club, including the sending of meeting and dues notices, keeping such other records and files necessary for the operations of the Club, and generally perform such other duties as may be customary to such office.
- (D) **TREASURER:** The duties of the treasurer shall be to collect all money due to the Club, and disburse money, provided that no transaction requiring the expenditure of five hundred dollars (\$500.00) or more shall be consummated without prior approval of the Board of Directors or the membership; to keep the financial accounts in standard books belonging to the Club; to act as the Club Financial Officer and handle the funds of all Club committees whose functions require or involve the receiving or expending of money; to make a full report of receipts and disbursements over the Club's fiscal year at the annual meeting. The Board of Trustees may require the Treasurer to give a surety bond in a sum equal to the amount of money of which he/she would normally have control, with the Club paying the premium on the bond. The Club checks shall be signed by any two of the following -- Treasurer, President or Vice President.

Section 3--Vacancies

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

Section 4--Remuneration

All officers shall serve without remuneration.

ARTICLE VII MEMBERSHIP MEETINGS

Section 1-- Annual Meetings

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

Section 2--Special Meetings

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

ARTICLE VIII RULES AND REGULATIONS

Section 1

All members shall be bound by rules and regulations set forth by the corporation's rules committee and/or the Board of Trustees

ARTICLE IX COMMITTEES

The Board of Trustees shall be authorized to appoint committees as may be found necessary or desirable.

ARTICLE X CONSTITUTIONAL AMENDMENTS

Section 1

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

Section 2

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

ARTICLE XI CLUB YEAR

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