

POLICIES, RULES AND REGULATIONS MANUAL

for

SAN CARLOS GOLF, INCORPORATED

and

THE SAN CARLOS GOLF CLUB

San Carlos Golf, Inc.
7240 Constitution Circle
Fort Myers, Florida 33967

SAN CARLOS GOLF, INC. AND SAN CARLOS GOLF CLUB

PREFACE

The purpose of this Policies, Rules and Regulations Manual (The Manual) is to specify the general policies, rules and regulations that govern the business and recreational activities of San Carlos Golf, Inc. (The Corporation) and the San Carlos Golf Club (The Golf Club). It is a compilation of the rules, regulations, policies, instructions, duties, obligations, directives, and goals for and of the members, employees and guests who use the facilities owned by The Corporation.

The information found in The Manual will be the overriding authority over any prior Board, committee or other action concerning any policy, rules, regulations contained herein, except that the current By-Laws of The Corporation take precedence over any policy in The Manual.

The Administration Manager of San Carlos Golf, Inc. assisted by the Policies, Rules and Regulations Committee and the Secretary of the Board will be responsible for maintaining an updated version of The Manual.

The Board of Directors by its actions will pass resolutions and motions which add to, or modify, the various sections of The Manual. These actions will be entered into an official Policies, Rules and Regulations file which is maintained by the Administration Manager and contains all existing Policies, Rules and Regulations of The Corporation and The Golf Club. This file will be indexed as to the date of the Board action which establishes, or amends, each individual policy, rules and regulations.

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SECTION 1. SAN CARLOS GOLF, INC.

- 1.1 As authorized by the 1994 Amendment No. 1 to the Articles of Incorporation of San Carlos, Inc., the aggregate number of shares of stock which this corporation shall have authority to issue is Three Hundred One (301) shares of common stock. These shares of stock are certificates of ownership for the assets of San Carlos Golf, Inc., and allow membership in the San Carlos Golf Club.
- 1.2 The transfer of all Certificates of Ownership will be processed through the Administration Office in accordance with Article II of the Corporate By-Laws. Only certificates in good standing can be transferred.
- 1.3 The active control of The Corporation and The Golf Club is under the direction of a nine member Board of Directors which is elected as defined by the corporate By-Laws.
- 1.4 Certificate Holders are entitled to one vote per Article II Section 2.5 of the By-Laws (multiple certificate owners are entitled to only one vote).
- 1.5 The General Manager of The Golf Club shall manage all Club property and enforce all rules.
- 1.6 The Golf Club website is www.sancarlogolfclub.com and updated by the General Manager.

SECTION 2. CODE OF CONDUCT

- 2.1 No Harassment Policy
 - 2.1.1 We prohibit harassment of any person by another person for any reason based upon an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected by federal, state, or local law ("protected class").
 - 2.1.2 The term "harassment" as used in this policy includes any of the following activities pertaining to an individual's protected class:
 - Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
 - Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.

- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved.
 - Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.
- 2.1.3 All members, guests and employees are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. You should report any action actions that you believe may violate our policy (no matter how slight the actions may seem) to the General Manager and/or The Board President.
- 2.1.4 We will investigate the report and then take prompt, appropriate remedial action. The Golf Club &/or Board of Directors will protect the confidentiality of the person reporting suspected violations to the extent possible consistent with our investigation. You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.
- 2.1.5 We are serious about enforcing our policy against harassment. Persons who violate this or any other Club policies are subject to discipline, up to and including expulsion from The Golf Club. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.
- 2.2 Proper attire is required on all club property. Shirts with collars, turtleneck, mock turtleneck or crewneck are required; however sleeveless shirts are acceptable for women. Proper attire does not include short-shorts, cutoffs, tank tops, muscle shirts, halter tops and T-shirts. This applies to all members, nonmembers and employees.
- 2.3 Good order and decorum must be observed in all parts of the clubhouse and premises. Any member, guest or visitor conducting himself or herself in an unbecoming manner shall be requested by Management to leave the premises.
- 2.4 Profanity will not be tolerated.
- 2.5 Firearms are not permitted on the premises (a legally permitted firearm may be kept in a locked vehicle in the parking area).
- 2.6 Management will follow the disciplinary policies (as outlined in By-law Article III Section 3.7) regarding these incidents.
- 2.7 Parents are responsible for the actions of their children at The Golf Club.

SECTION 3. RULES AND REGULATIONS FOR CLUBHOUSE AND SNACK BAR

- 3.1 Persons may be served alcoholic beverages only in accordance with the regulations of the Florida Division of Alcoholic Beverages and Tobacco.
- 3.2 The Golf Club will not cash personal checks for anyone.
- 3.3 Payment for all food and beverages shall be paid for at time of purchase. Daily tabs are permitted but must be closed out each day.
- 3.4 No parking is permitted, either by automobiles or golf carts, in or along the driveway or under the canopy. Parking rule offenders will be reported to the Board of Directors.
- 3.5 Lost articles, if found, should be left at the Pro Shop. The Golf Club will exercise all diligence in protecting property of members, guests and visitors to The Golf Club, but will not be responsible for any loss of such property. All property left at the club is at the owner's risk.
- 3.6 Requests for solicitation of funds, or subscriptions for any purpose, or the sale of raffle or lottery tickets on Club premises must be submitted in writing to the Board of Directors for their approval.
- 3.7 All suggestions, comments and complaints in regards to club operations should be made in writing to the General Manager or the Board of Directors. The suggestion box is located in the Snack Bar.
- 3.8 All circulars or advertisements, notices, etc., other than club notices that are posted or distributed in the clubhouse or on Club property must bear the signature approval of the General Manager.
- 3.9 Use of the Snack Bar for non-golfing related functions may incur a fee to cover expenses under contract with the General Manager.
- 3.10 Only food prepared by The Golf Club employees or licensed suppliers is permitted for consumption on premises.
- 3.11 Club property such as tables, chairs, glasses, etc., will not be loaned, rented out or used off club premises.
- 3.12 Pro Shop credits must be used by the end of the calendar year. If a member is out of town during this period, they can e-mail the Pro Shop permission to use their credit, the merchandise will be purchased and set aside for their return.

SECTION 4. RULES FOR GOLFING ACTIVITIES

- 4.1 All competitions will be governed by the Rules of Golf of the United States Golf Association, except as modified by local rules set forth by the Golf and Rules Committee. This does not preclude individual groups and special events from having their own set of golf rules for that specific activity.
- 4.2 Members must post all scores for handicap purposes in the pro shop computer room and should strictly observe the official rules of golf.
- 4.3 All persons playing golf at The Golf Club are requested to make a tee time in advance. Members may make tee times up to five days prior to play starting at 8 AM. Non-members may make tee times up to three days in advance starting at 8 AM. The General Manager, with approval of the Board, can set tee times for special groups in advance of the required three day lead times. Members and non-members are encouraged to make tee times online.
- 4.4 All players are required to check in at the pro shop before going to the starter or onto the course to play.
- 4.5 Each player must have a set of golf clubs.
- 4.6 The Golf Club is a spikeless facility. No golfers with metal spikes will be permitted to play on the course.
- 4.7 There will be no practicing on the course or the putting and chipping greens by non-members without paying a golfing fee. Purchasing range balls is not considered a golfing fee.
- 4.8 Driving range balls shall be used only by the purchaser and only on the driving range the day of purchase and may not be removed from the property.
- 4.9 Non-golfing individuals will be allowed on the course, paying a fee set by the Board of Directors.
- 4.10 Scheduled tournaments shall supersede all other play.
- 4.11 The starter or pro shop reserves the right to establish foursomes by combining playing groups and individuals.
- 4.12 Any groups (even if playing a match) failing to keep up on the course are required to let other players play through when there is an open hole ahead. Refer to USGA Rule 5.6.

- 4.13 All golfers must repair and sand (not replace) divots, fix ball marks on greens and smooth over traps after use.
- 4.14 Players shall not throw or leave cigarettes, cigars or matches on the green or on other parts of the golf course. Players are required to keep the course clean by using trash receptacles.
- 4.15 Special procedures have been established for assigning tee times to unique situations such as tournaments, outside groups and periods of high volume play.
- 4.16 When bad weather or some other adverse condition develops which inhibits a golfer from completing a full round of golf, a "rain check" will be issued from the Pro Shop based on the number of holes completed. The rain check is valid for 90 days after the date it was issued or the rain check expires and has no future value to the golfer.
- 4.17 Walkers who are pulling carts or carrying golf clubs are permitted on the golf course only during times designated by The General Manager.
- 4.18 Members can make recurring seasonal tee times on Wednesdays from November 1 to April 30.
- 4.19 The GM shall be authorized to reserve tee times for non-member usage during season.
- 4.20 Failure to cancel reserved tee times

The pro-shop attendants will maintain a list of members who fail to notify the pro-shop no later than 1200 hours (noon) the day prior to the reserved tee time that they will not be using their reserved/assigned tee time to allow time to resell/use that tee time. Members failing to comply with above cancellation policy will receive an initial warning and be required to book all future tee times with a credit card.

The second failure to cancel a reserved/assigned tee time will result with their credit card being charged for loss of revenue associated with the reserved tee time.

The third failure to cancel a reserved/assigned tee time will result with credit card being charged for loss of revenue associated with the reserved tee time and suspension of member advance tee time reservations for the remainder of season.

Members who pay trail fees will be charged for associated cart fees.

Exceptions to the above will be managed by the General Manager, i.e. the member does not have a credit card or refuses to put one on file.

SECTION 5. RULES FOR CARTS

5.1 Corporate Carts

5.1.1 Carts must not be driven on the aprons of greens or tees. Carts must not be driven inside “No carts” posts.

5.1.2 All directional signs and markers should be observed.

5.1.3 Carts are required to use the cart paths and/or roughs and cross the fairways at 90 degrees.

5.1.4 Carts shall not be parked in front of the greens.

5.1.5 A maximum of two people and two golf bags are permitted on a cart.

5.1.6 No children under the age of 16 will be permitted to operate a golf cart.

5.1.7 Decisions as to course conditions which would prohibit or alter the use of carts shall be recommended by the Golf Course Superintendent and decided by the General Manager or in his absence the Golf Course Superintendent.

5.1.8 During inclement weather or when there is possibility of damage to the golf course carts must remain on cart paths, as instructed by the pro shop.

5.1.9 There shall be no more than two carts used in any threesome or foursome unless approved by the General Manager.

5.1.10 If there is damage to a corporate cart, there will be a charge, borne by the renter equal to the cost of repairing or replacing the cart and/or damage caused.

5.1.11 Members requesting a permanent handicap privilege must complete a handicap policy and conditions agreement which is kept on file in the Pro Shop office.

5.2 Privately Owned Carts

5.2.1 The privilege of using private carts on the course is limited to dues paying certificate holders for a cart fee.

5.2.2 Only electrically powered private golf carts will be permitted on the golf course.

5.2.3 Members must carry liability insurance on their private carts and must provide proof of insurance annually to the Pro Shop.

- 5.2.4 All trackage paying members are obligated to use their own cart each time they or their family play golf.
 - 5.2.5 The pro shop may assign a paying cart customer to ride in an owner's cart if the owner is riding alone.
 - 5.2.6 If an owner's cart becomes inoperative while playing, he or she may finish their round using a company cart at no charge.
 - 5.2.7 Cart owners are responsible for their own damage and removal of the cart from the golf course.
- 5.3 Pull Carts
- 5.3.1 Pull carts must not be taken on tees, greens or within 20 feet of greens.
 - 5.3.2 Pull carts must not be taken between greens and green side bunkers.
 - 5.3.3 Pull carts must be kept out of roped and soggy areas.

SECTION 6. BOARD OF DIRECTORS JOB DESCRIPTIONS AND RESPONSIBILITIES

The following describes the duties of members, and volunteers in the various operating areas of San Carlos Golf, Inc., and the San Carlos Golf Club. The Corporate By-Laws (Article IV) provide a general definition of the responsibilities and functions for the positions within the organization. However, the following more fully defines the details of the work assignments.

- 6.1 Board of Directors
 - 6.1.1 Manage the affairs of The Corporation and The Golf Club. Elect a President, Vice-President, Secretary, and Treasurer. Attend Board Meetings and participate therein.
 - 6.1.2 Board members will be assigned a committee by the President.
 - 6.1.3 All powers and duties or responsibilities of The Corporation as determined by law or declaration, Articles of Incorporation, By-Laws, or The Manual, shall be exercised by the Board, subject to approval or consent of the owners when specifically required.
 - 6.1.4 Conducts annual and/or special meetings of members.
 - 6.1.5 Conducts hearings of any member, or that of a person in his/her family, whose conduct is deemed improper by endangering the welfare, safety,

harmony or good reputation of The Golf Club or violates rules of The Golf Club.

6.1.6 Hearings shall be private and penalties established in accordance with San Carlos Golf, Inc. By-Laws (Article III Section 3.7).

6.1.7 Approve all purchases, contracts, appropriations of funds, manage all property, and enforce all policies, rules and regulations.

6.1.8 Establish & appoint all standing and special committees annually or as otherwise required.

6.1.9 Hire and supervise the General Manager, This person shall serve at the pleasure of the Board of Directors.

6.1.10 Conflict of Interest

In Section 6.5 of the By-Laws, it states that an employee of, or independent contractor or provider of services to the San Carlos Golf, Inc. is not eligible to serve on the Board of Directors.

6.2 Corporate Officers perform the following functions.

6.2.1 President

6.2.1.1 Serves as Chief Executive Officer for The Corporation.

6.2.1.2 Establishes schedules and agendas for Board meetings.

6.2.1.3 Presides and maintains order at all meetings of the Board of Directors and all regular and special meetings of the certificate owners.

6.2.1.4 Conducts all meetings under “Robert’s Rules of Order”.

6.2.1.5 Checks the suggestion box and takes appropriate action.

6.2.2 Vice-President

6.2.2.1 Assumes the functions of the President in the absence of the President.

6.2.2.2 Assumes the duties of the Secretary in the absence of the Secretary.

6.2.2.3 Will assist the Secretary in the annual meeting process.

6.2.3 Secretary

6.2.3.1 Maintains records of all meetings.

- 6.2.3.2 Posts approved Board of Directors meeting minutes on the Corporate website and a copy is kept in the Administration Office.
- 6.2.3.3 Prepares annual meeting packets to send to all certificate owners.
- 6.2.3.4 Processes The Manual updates as defined in Appendices A & B.
- 6.2.4 Treasurer
 - 6.2.4.1 Serves as the Chief Financial Officer of The Corporation.
 - 6.2.4.2 Works directly with the Administration Manager monitoring all funds.
 - 6.2.4.3 Monitors financial records to ensure they are kept in accordance with (GAAP) Generally Accepted Accounting Practices.
 - 6.2.4.4 Advises the Board on matters impacting the financial status of the Corporation.
 - 6.2.4.5 Assists General Manager in preparation of the Annual Budget.

6.3 Standing Committees

The following are Standing Committee: Finance Committee, Audit Committee, Building, House, Safety and Security Committee, Greens and Beautification Committee, Golf and Rules Committee, By-Laws Committee, Insurance Committee, Policies, Rules and Regulations Committee, and the Membership Committee, (Article IX Section 9.2 in the By-Laws).

Committees shall meet as needed; the appointed Board member will report to the Board of Directors monthly. The Board of Directors will direct the committees in advancing their respective goals.

The only exception to this is the Audit and Nominating committees.

6.3.1 Finance Committee

Purpose:

Keep abreast of The Golf Club's current financial status in order to make appropriate recommendations to the Board on non-budgeted expenditures and other related financial plans.

Responsibilities:

Make recommendations, as necessary, to the Board, which may have financial implications. Reviews the annual Budget, prior to submission, to the Board and monitors monthly and year to date expenses and revenues. Review financial feasibility or

recommendations from other committees as necessary. On a continuing basis, review progress of new programs designed to improve revenues and/or reduce expenses.

6.3.2 Audit Committee

The Audit Committee shall conduct one detailed audit and one cash audit per year and provide a written report to the Board of Directors. They shall report promptly, any discrepancies discovered to the President. The committee shall have unrestricted access, without advanced notice, to any Club operation, including bank statements and records. (By-Laws Article IX Section 9.3)

6.3.3 Building, House, Safety and Security Committee

Purpose:

Conduct visual inspections of facilities and make recommendations to the Board of Directors.

Responsibilities:

To advise and assist the General Manager in inspections of all facilities, repairs and obtaining quotes. Review safety and security process and advise as necessary.

6.3.4 Greens and Beautification Committee

Purpose:

To advise and provide creative ideas for the betterment of the course

Responsibilities:

Works in conjunction with the General Manager and the Superintendent in an advisory capacity. Implements suggestions for future projects. Update Board of Directors on course beautifications.

6.3.5 Golf and Rules Committee

Purpose:

Recommend to the Board of Directors local rule changes where necessary

Responsibilities:

Recommend changes and/or additions to Rules For Golfing Activities(Section 4) as appropriate. Review past local rules annually for relevance.

6.3.6 By-Laws Committee

To prepare proposals for new By-Laws or revisions to existing By-Laws based on situations encountered, perceived need, or Board of Director request, which will be presented to the Board for approval and inclusion on ballots and proxies for a vote by the certificate owners.

6.3.7 Insurance Committee

Purpose:

To make sure The Corporation is adequately insured.

Responsibilities:

Obtain the best premium possible for the coverage in force.

6.3.8 Policy, Rules and Regulations (PRR) Committee

Purpose:

To prepare, proposed new or revised policies, rules and regulations for submission to the Board of Directors for their approval.

Proposals may be based on information received from, and/or motions passed by, the Board of Directors; information received from department heads, standing, or ad hoc committees; or in circumstances/situations that require control and/or guidance necessary for the successful operation of The Golf Club.

These proposals may include, but are not limited to policies, guidelines, rules, regulation, duties, and responsibilities, for the certificate holder, Board of Directors, Officers, Department Heads, Employees, Guests, and Public Users of The Golf Club.

Responsibilities:

Maintain a record of all proposals for additions, deletions or revisions to the policies, rules and regulations manual that are submitted to the Board of Directors as well as action taken.

Determine if further action is required on proposals rejected by the Board of Directors. Coordinates with the Board Secretary to ensure approved proposals are incorporated into the master copy of The Manual.

6.3.9 Membership Committee

Purpose:

To familiarize new members to activities, policies, rules, regulations and By-Laws of The Golf Club.

Responsibilities:

Contact new members with information about The Golf Club, including the Men's and Ladies association. Coordinate with the General Manager for the annual event calendar.

6.3.10 Special Committees

Ad hoc committees may be appointed by the President and/or the Board of Directors for specific purposes and shall serve until the goal/purpose is achieved.

REMOVAL PENDING BY LAW CHANGE

~~5.3.10 Safety Committee~~

~~Purpose:~~

~~To recommend improvements to our workplace safety program and to identify corrective measure needed to eliminate or control recognized safety and health hazards.~~

~~Responsibilities:~~

~~The Safety Committee shall determine the schedule for evaluating the effectiveness of control measure used to protect employees from safety and health hazards in the work place.~~

~~The Safety Committee will be responsible for assisting management in: reviewing and updating workplace safety rules based on accident investigation findings, and inspection findings, and employee report of unsafe conditions or work practices and accepting and addressing anonymous complaints and suggestions from employees.~~

~~updating the work place safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.~~

~~evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the work place safety program.~~

~~Safety Committee members will be responsible for assisting management in monitoring work place safety education and training to ensure that it is in place, effective, and documented as well as participating in safety training.~~

~~Safety Committee meetings are held quarterly and more often if needed. The safety program coordinator will post the minutes of each meeting within one week after each meeting. (5/18/93)~~

~~Maintain accurate minutes of each committee meeting and make available to the Board on a timely basis.~~

SECTION 7. ASSOCIATIONS

The San Carlos Ladies Golf Association
The San Carlos Men's Golf Association

The objectives of these organizations are to promote interest and fellowship in the game of golf, to foster the best traditions of the game of golf operating under the U.S.G.A. Rules of Golf, and to conduct various golf tournaments for its members and guests. These Associations shall be self-governing, operating under their own constitutions and By-Laws, providing they do not conflict with The Corporate By-Laws.

The Ladies and Men's Associations may participate in inter-club tournaments for regional associations at their discretion.

SECTION 8. PERSONNEL POLICIES

- 8.1 The Board can amend the San Carlos Employee Handbook within accepted employee practices. The SOP's for each department can be revised by the Board of Directors or General Manager with Board approval
- 8.2 Each Employee is given a copy of the current handbook and their job description.
- 8.3 Each of the following Departments will maintain a Book of Standard Operating Procedures:
 - General Manager
 - Office Administration
 - Pro Shop
 - Snack Bar
 - Outside Services
 - Maintenance

SECTION 9. ANNUAL AND SPECIAL MEETINGS

- 9.1 Certificate Holders Meetings

Per the corporate By-Laws, (Article V) an annual meeting of certificate holders will be held in January of each year to fill vacancies on the Board of Directors and to transact other business of San Carlos Golf, Inc. Special meetings can be called for any purpose and at any time by the President of the Board of Directors upon the written request of no less than fifty certificate holders.

- 9.2 Balloting and vote counting at certificate holder meetings will be as defined by the By-Laws and as outlined in Section 9.2.1

9.2.1 Balloting and Counting Procedure for Director Voting and Meeting
Ballot/Proxy Ballot Voting

I. Ballots for Electing Directors and proxies for Proxy Ballot Voting

A. Ballots for Director voting and proxy ballots for proxy voting by the Corporate Secretary are received by mail and personal delivery and accumulated in The Golf Club office. Receipts after 24 hours prior to the time of the Annual Meeting are declared invalid and are not included in the vote counting for Directors and the proxies are not eligible for proxy voting.

B. The Election Judge, two Tellers and the Corporate Secretary assemble in The Golf Club office on the day of the Annual Meeting and the vote counting procedure begins. If any ballot or proxy form is found to be invalid during the counting procedure, it is so marked by the Election Judge, initialed by the Judge and removed from the balloting and counting process. These items are to be stored for 30 days by the Secretary. First, all of the mailing envelopes (No. 3) are opened and the signature envelopes (No. 2), with the plain envelopes (No. 1) enclosed, are gathered together. The mailing envelopes are discarded.

(a) At this time, the Judge declares as invalid any plain envelopes (No. 1) that are not inside a signature envelope (No. 2) and any ballots that are not inside a plain envelope (No. 1).

(b) Any PROXY APPOINTMENT forms found in the mailing envelope will be turned over to the Secretary for processing.

(c) The proxies will be separated into two categories by the Secretary:

(1) Invalid Proxy Appointments:

- naming a person other than the Secretary as proxy.
- naming Secretary as proxy but not from an eligible voter.

- both certificate number and signature not filled in.

(2) Valid proxy appointments:

- names the Secretary as proxy.

- from eligible voter.

- certificate number and signature filled in.

The Secretary records receipt of the valid proxies and places them in the ballot box at the proper time to become part of the vote counting.

C. Using a list of eligible voters supplied by the Secretary, the Judge and two Tellers perform the following steps for each signature envelope received:

1. Certification of Signature Envelope

- (a) Teller #1 picks up a signature envelope (No. 2) and checks to see if it is sealed and also if it has certificate number and signature filled in. If it lacks any of these, it is handed to the Judge for invalidating.
- (b) The Judge verifies the eligibility of voter and register receipt of the ballot in the “Director Vote” column of the “Registration Form”

2. Opening of Signature Envelopes

- (a) If the signature envelope is in order, Teller #1 declares aloud the name and certificate number on the envelope and passes the envelope to Teller #2.
- (b) Teller #2 then declares the name and certificate number on the envelope, unseals that signature envelope and hands it with its contents to the Judge.
- (c) The Judge removes the plain envelope (No. 1) from the signature envelope and deposits the plain envelope in the ballot box. (The signature envelope is set aside to be placed in storage for 30 days.)

Note:

- If more than one plain envelope (No. 1) is in the signature envelope, all ballots in that signature envelope must be declared invalid.
- If a ballot is found inside the signature envelope (No. 2) but not in plain envelope (No. 1), it must be declared invalid by the Election Judge.
- If a Proxy Appointment form is found inside the signature envelope, it must be declared invalid by the Judge.

3. Another Signature envelope (No. 2) is picked up by Teller #1 and the above process is repeated. This is repeated until all plain envelope (No.1) are in the ballot box.

- D. The following vote counting process will be followed for counting ballots for the election of Directors. The Judge and the two Tellers open the ballot box and begin the vote counting process. The votes will be tabulated and verified in batches of 25 valid ballots. After 25 ballots have been tabulated, verified and recorded on a “Tabulation Sheet” the next 25 valid ballots will be handled. This continues until all ballot votes have been counted at completion of counting, the results of the voting will be transcribed to the official Teller’s Report which will be signed by the Election Judge and the two Tellers.

The vote counting process:

1. The Election Judge picks one plain envelope No. 1 from the ballot box and opens it to remove the ballot.
 - (a) If more than one ballot is found in an envelope, all ballots must be declared invalid.
 - (b) If a Proxy Appointment is found inside a plain envelope (No. 1), it must be declared invalid.
2. The Judge inspects the ballot. If a part of any ballot has been altered or the voting on the ballot does not conform to the instructions on the ballot, the ballot or the part of it which is altered or non-conforming is declared aloud to the Tellers as invalid by the Judge. It is removed from the counting process and held for 30 day storage.
3. After verifying the validity of a ballot, the Judge hands it to Teller #1. Teller #1 records the ballot votes on his/her Tabulation Sheet, then hands the ballot to Teller #2.
4. Teller #2 records the ballot votes on his/her Tabulation Sheet, then hands the ballot back to the Judge.
5. The Judge accumulates the counted ballots until there are 25, then calls for total counts from the Tellers.
6. If the totals from the Tellers do not match, a recount of that 25 ballot batch is made until the correct figures are obtained.
7. The Judge then records the correct numbers on his/her Tabulation Sheet.
8. The above process is repeated (in batches of 25 ballots each) until all Ballots are counted.
9. The Judge and the two Tellers consolidate the totals from all batches to establish a total count for their Tabulation Sheets.

10. When identical totals on all Tabulation Sheets are obtained, this information is transcribed to the official Teller's Report which is signed by the Judge and the two Tellers, sealed in an envelope and given to the President for reporting to the certificate owner.

- II. For Balloting Which Uses a Meeting Ballot and/or Proxy Ballot for Casting Votes at a Meeting.
- A. The first step is to verify the validity of each ballot. It must have the Registrar's validation mark and Proxy ballots must also have the signature and certificate number of owners.
 - B. Next, the vote counting process follows the steps defined in Section I D. above.

9.2.2 Invalid Proxies and Ballots

- A. Invalid Ballots for Electing Directors
 - 1. Arrivals at office after 6 PM on day preceding meeting.
 - 2. Plain envelope not inside a sealed signature envelope.
 - 3. Ballot received not inside plain envelope.
 - 4. Signature envelope not sealed.
 - 5. Signature envelope not signed by owner.
 - 6. Signature envelope without certificate number.
 - 7. A second ballot from same owner.
 - 8. Multiple plain envelopes inside one signature envelope.
 - 9. Multiple ballots in one plain envelope.
 - 10. Not conforming to instructions on ballot (more than the required number of votes for Directors in each group, voids only the group in which voting is exceeded).
 - 11. Vote alterations.
- B. Invalid Proxies
 - 1. Mailed or delivered to Club office but:
 - (a) arrived after 6 PM on day preceding meeting.
 - (b) appoint person other than Secretary as proxy.
 - (c) not from eligible voter.
 - (d) certificate number or signature not filled in.
 - (e) enclosed in signature envelope (No. 2).
 - (f) enclosed in plain envelope (No. 1).
 - 2. Delivered to Secretary after above deadline.
 - 3. Not registered and validated by Proxy Recorder or Secretary.
- C. Invalid Meeting Ballots and Proxy Ballots
 - 1. Without Registrar's validation mark on ballot.
 - 2. Not conforming to instruction on ballot.

9.2.3 Registration and Voting Procedure

I. GENERAL INFORMATION:

1. Voting for Directors will have been completed before start of the meeting.
2. Voting for any amendments or other items specified in notice of meeting will be by "Meeting Ballots" given to the owners when registering or by the "Proxy Appointment" form brought to the meeting by proxy holders. These votes will be put into the ballot box after the floor discussion of the items being voted on.
3. Voting cards which are issued by the Registrars to owners registering for the meeting will be used for voting on business which comes up on the floor of the meeting. (Proxy holders can not vote on these items.)
4. Alphabetically designated registration lines and one proxy registration line will be used for registering those present at meeting.

II. DUTIES FOR THE REGISTRARS:

1. To register certificate owners present at the meeting.
2. To give out "Meeting Ballots" and voting cards to owners registering at the meeting.
3. To provide the Secretary a count of the owners registering. (The total of each page of the Registration Form should be noted at the bottom of the page.)

Registration Procedure:

The "Registration Form" is used by Registrar to sign in the certificate owners.

1. Each owner signs alongside his name on the Registration Form.
2. Registrar then issues a Voting Card to owner.
3. Registrar validates a "Meeting Ballot" by putting Registrar's stamp in upper right hand corner and gives it to the owner.
4. Only one "Voting Card" and "Meeting Ballot" are given to an owner of more than one certificate.
5. Registrar marks the "Issued Owner Voting Card and Meeting Ballot" column on Registration Form with Registrar's stamp when these are given to the owner.

III. DUTIES FOR PROXY RECORDER:

1. To register the proxy holders at the meeting.
2. To validate the "Proxy Appointment" form which the holder has so that his/her proxy vote can be counted at the meeting if "Proxy Appointment" has a voting ballot.
3. To provide the Secretary a count of the total number of proxies registered at the meeting.

Proxy Registration Procedure:

The “Proxy Log” is used to sign in the proxy holder.

1. Under supervision of the Proxy Recorder, the “Proxy Appointment” holder enters into the “Proxy Log” the certificate number and name of owner for whom they hold the proxy.
2. Proxy holder then signs his or her own name in “Proxy Log”.
3. For meetings with a proxy voting ballot:
 - a. The Proxy Recorder next validates the “Proxy Appointment” form and records this action by putting an Recorder’s stamp in upper right corner of the “Proxy Appointment” form and in the “Proxy Validated” column of the Proxy Log.
 - b. The Proxy form is then returned to the proxy holder to be put into the ballot box when there is a call for casting ballots.
4. At meetings for which proxies are used only for the purpose of establishing a quorum (without a proxy voting ballot), the proxy is collected by the Registrar when proxy holder signs in. (The collected proxies are turned over to the Secretary.)
5. After each proxy signs in, the Proxy Recorder fills out a “Proxy Registration Slip” for that proxy and passes it to the proper Registrar for recording in the “Proxy Vote” column of the Registration Form.
6. After the Registrar stamps the “Proxy Vote” column of the Registration Form for that proxy and stamps the “Proxy Registration Slip” the Registrar returns the “Proxy Registration Slip” to the Proxy Recorder.
7. The Proxy Recorder then puts an “X” mark in the “Entered in Reg. Form” column of the “Proxy Log” for that proxy.

IV. REGISTRATION SUMMARY

1. After all members and proxies have signed in, the Registrars and Proxy Recorder will provide the Secretary with a total count of registrations (owners and proxies).

APPENDIX A

Submission and Processing of Policies, Rules and Regulations Proposals

The Policies, Rules and Regulations (PRR) Committee will prepare and present a proposed addition, revision, deletions to a policy, rule or regulation to the Board of Directors.

1. The PRR Committee shall assign a sequential tracking number.
2. The Chairperson of the PRR Committee will present the proposal to the Board of Directors.
3. The Board Secretary will:
file the original proposal form, and attachments if any, in the Corporate Policies, Rules and Regulations or Employee Handbook file that is maintained in the Administration office. (Appendix B)
4. The Administration Manager will:
arrange for the new or revised policy, rule or regulation to be incorporated into the Policies, Rules and Regulations or Employee Handbook File that is maintained in the corporate computer system and update The Manual.

Notes:

- * Policies, Rules and Regulations proposal forms will be sequentially numbered using submission year(four digits)-sequential number (three digits) for proposals submitted that year. Example: 2019-001
- * The date that the new or revised policy or procedure was approved by the Board will be denoted in parenthesis at the end of the Section.

APPENDIX B

**PROPOSED CHANGES TO THE POLICIES RULES AND REGULATIONS MANUAL,
THE EMPLOYEE HANDBOOK OR A SOP DEPARTMENT MANUAL**

Proposal # _____ Year(4 digits)- sequential(3 digits)

Circle one:

The PRR Manual Employee Handbook SOP SOP Department _____

Date Submitted: _____

Changes to Section # _____ Subsection # _____

Select one: Revision _____ Addition _____ Deletion _____

Proposed Revision/Addition/ Deletion (see below or attachment)

Section # _____ Subsection # _____

Submitted by: PRR Committee Chairperson _____
Signature

On behalf of the Board of Directors: President _____

Signature

BOARD ACTION: [] Approved or [] Rejected

Date: _____