

St. Joseph's Bay Country Club

Port St. Joe, Florida

Rules and Regulations

The following rules and regulations for the governing of members of the St. Joseph's Bay Country Club are hereby adopted by the Board of Directors to be effective July 1, 2001 and thereafter until such time as they are repealed by action of the Board of Directors or amended as herein provided.

Article I – General

Section I-1: The superintendent of the course and manager of the clubhouse and other such employees as the club may designate are hereby empowered to enforce all rules and regulations applying to the areas of responsibility of each as defined by agreement, contract or job description, and to exclude from the property of the club any person violating same.

Section I-2: The superintendent of the course, managers and their assistants shall have charge of the grounds and buildings, and these rules shall be applicable at all times to all persons using the facilities of the club whether members or visitors. Members shall be responsible for the conduct of and expenses incurred by their guests.

Section I-3: Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The Board of Directors, by majority vote of members present and constituting a quorum, therefore reserves the right, without notice, to make exceptions, suspensions, or modifications in any of these rules and regulations when, in its judgment, the same appear in no way to be construed as affecting the general application of such rules.

Section I-4: Members are responsible and accountable for any damage or breakage they may cause and they are also responsible and accountable for the conduct of their guests and for any damage or breakage which may be caused by them.

Section I-5: Members are responsible for the conduct of their children and shall require the children to maintain proper order and conduct at all times.

Section I-6: The club shall not be responsible for the loss of, or damage to, property of members or guests, or for any other loss or damage sustained by members or their guests in the clubhouse or on the premises.

Section I-7: The routine hours of operation of the golf course and clubhouse will be established by the Board of Directors and posted in a readily manner.

Section I-8: Members will be permitted to bring resident non-members as guests to enjoy all clubhouse and dining facilities.

Section I-9: Only soft spiked golf shoes are allowed on the golf course.

Section I-10 (A): By authority of the State of Florida alcoholic beverage laws, it is illegal to bring, consume, or serve any alcoholic beverages on the premises of the country club (course, clubhouse, Pro Shop, and property owned by the club) except those alcoholic beverages purchased at the clubhouse. Infractions of this rule jeopardize the continued operation of the club and therefore cannot be tolerated by either the Course Superintendent, Clubhouse Manager, Board of Directors and the general membership of the club.

Section I-10 (B): Food and non-alcoholic beverages served or consumed on the club's premises by members or guests must be purchased from the clubhouse. Exceptions to Sections I-10 (A) and I-10 (B) may be made only by the Board of Directors and in accordance with Florida Statutes.

Section I-11: No member will mutilate or take from the club any article or property belonging to the club.

Section I-12: No dogs, horses, pet, etc., of any kind will be permitted on club property. Exclusion is made for leader dogs.

Section I-13: No soliciting of any kind will be permitted in the clubhouse or grounds.

Section I-14: Arrangements may be made for special meals, dinner parties, card parties, private receptions and private dances, with authorization by the Board of Directors. Reservations must be made with the Clubhouse Manager well in advance of the desired time.

Section I-15 (A): The Board of Directors shall have the authority to fine, suspend and/or revoke membership of any club member for:

1. Willful failure to adhere to the rules, regulations, bylaws, policies and/or procedures of the club as properly established by the Board;
2. Disorderly acts of conduct;
3. Act of conduct injurious or potentially injurious to members of the club or club personnel;
4. Acts of conduct which may jeopardize the interest or operation of the club and/or its membership.

Section I-15 (B): Such fine, suspension or revocation shall be decided by the Board of Directors at a special meeting of the Board held for the purpose of so deciding and by a majority of those Board Members in attendance without a quorum present.

Section I-15 (C): The potentially affected member or members may be present if they choose and shall be given an opportunity to present whatever testimony he/she may wish, including supporting witnesses or affidavits. The Board may solicit testimony and affidavits as it may desire.

Section I-15 (D): Any member adversely affected by a decision of the Board shall have 14 days to request an appeal from the date he/she is notified by mail, return receipt requested, of the adverse decision. The request for appeal shall be made by mail, return receipt requested, to the Board of Directors.

Section I-15 (E): An appellate hearing shall be held by a special committee appointed for that purpose, whose membership shall consist of one club member selected by the Board, one club member selected by the affected party and one club member mutually agreed upon by the first two members.

Section I-15 (F): The special committee will present its findings to the Board at a special meeting of the Board for that purpose. The Board may then accept the recommendation, or any portion thereof, or maintain its original decision. The decisions of the Board shall be final.

Section I-16: Copies of the Club Charter, Bylaws, Rules and Regulations, including all amendments or changes to the same, shall be maintained in bound sets. The President,

Secretary, Course Superintendent and Clubhouse Manager shall each have one set, with the latter two sets physically present in the clubhouse and Pro Shop available for reference for all members of the club.

Article II – Accounting

Section II-1: Membership

Section II-1 (A): The classes of membership established by the Board of Directors are:

- Class A – Resident Family: Resident members are defined as those members who reside in Gulf County; in that part of Bay County lying south of the center line of East Bay; and in that part of Franklin County lying west of State Road 65 and the southerly extension to the Gulf of Mexico. All of St. George Island is considered a resident membership area.
- Class B – Resident Single: Same residential area as Class A
- Class C – Non-resident: Residing in area outside the area defined in Class A
- Class D – House: All membership privileges except golf.
- Class E – Corporate: An established organization or business may pay corporate dues for more than one member of said organization or business.

Section II-1 (B): The membership fee for all classes of membership shall be \$400.00.

Section II-1 (C): The monthly dues for each class of membership shall be established by the Board.

Section II-1 (D): The monthly dues shall be payable in advance to the club, together with any indebtedness incurred or fines imposed or assessments levied during the previous month. If the payment of such dues, fines, assessments and indebtedness are not made on or before the 30th day of the month in which they become payable, then all dues, dues, assessments and indebtedness shall become delinquent, and written notice of such delinquency shall be given by the club to the delinquent member. After such notice has been given, the name of such delinquent member shall be posted by the Board of Directors and the member shall not be permitted to participate in any activities of the club or incur any further indebtedness to the club.

Section II-1 (E): Resignation from the club does not offset a member's obligation to pay any dues, fines, assessments or indebtedness.

Section II-2: Purchases

Section II-2 (A): All purchases paid with St. Joseph's Bay Country Club funds in excess of \$50.00 must be supported by an approved purchase order. Approval must be obtained prior to a commitment to purchase. Authority is hereby delegated by the Board of Directors for exceptions as follows:

1. Any purchase over \$1,000 requires Board approval.
2. Any equipment purchase over \$100.00 requires Board approval.
3. Any officer of the Board may approve a purchase for up to \$500.00, in emergencies only, after a majority of the Board has been contacted and agrees with the emergency purchase.
4. Exceptions to the purchasing regulations stated above are authorized for approval by the Course Superintendent or Clubhouse Manager for recurring purchases such as, but not limited to, utilities, loan payments, taxes, routine food and beverage purchases for the restaurant and bar, gasoline and oil purchases for the golf course equipment and items for re-sale in the golf shop.

Section II-3: Accounting

Section II-3 (A): There shall be developed a written procedure for the accounting of all assets, liabilities, equity, income and expenses for the country club, the golf course and the clubhouse (bar and restaurant). Such procedures shall be in sufficient detail so that they describe the manner in which all cash is received and accounted for, and how all expenses are accounted for and cash disbursed. This procedure and any changes thereto shall be approved by the board.

Section II-3 (B): There shall be employed or contracted by the club an accountant whose responsibility shall be the recording and accounting of all assets, liabilities, equity, income and expenses of the club, course, and clubhouse in accordance with generally accepted accounting principles.

Section II-3 (C): There shall be produced by the accountant written financial statements on a monthly basis which shall be presented to the Board at its regular monthly meetings and annual financial statements coinciding with the club's fiscal year. These statements shall include a balance sheet and a statement of income and expenses (Profit and Loss) for the golf course, clubhouse, country club and a listing of all accounts payable for the same; as such other statistical and financial statements as may be requested by the Treasurer or Board.

Section II-3 (D): Failure of any person, whether (1) member, (2) employee, or (3) contractor, whose responsibility is to follow these accounting procedures may result in (1) revocation of membership, (2) termination, or (3) breach of contract, as may be determined appropriate by the Board of Directors.

Article III - Personnel

Section III-1: General

Section III-1 (A): Full time employees will be allowed one week vacation each year which should be taken during the slow growth vegetation season. An employee who has worked twelve (12) consecutive months and is employed on a full time basis is considered a full time employee. All full time employees are entitled to paid holidays for New Year's Day, July 4th, Labor Day, Thanksgiving and Christmas. It is understood that the holiday may be taken as the work schedule allows.

Section III-1 (B): Club members shall not reprimand any employee. Any alleged improper service should be reported to the Board, the Course Superintendent or the Clubhouse Manager. Other complaints shall be handled as outlined in Section I-15 (A).

Section III-2: Sexual Harassment Policy:

SECTION III-2. SEXUAL HARASSMENT POLICY

THE ST. JOE BAY COUNTRY CLUB IS COMMITTED TO A WORK ENVIRONMENT IN WHICH ALL INDIVIDUALS ARE TREATED WITH RESPECT AND DIGNITY. EACH INDIVIDUAL HAS THE RIGHT TO WORK IN AN ATMOSPHERE WHICH PROMOTES EQUAL

OPPORTUNITIES AND PROHIBITS DISCRIMINATORY PRACTICES, INCLUDING SEXUAL

HARASSMENT. AT ST. JOE BAY COUNTRY CLUB SEXUAL HARASSMENT, WHETHER VERBAL, PHYSICAL OR ENVIRONMENTAL, IS UNACCEPTABLE AND WILL NOT BE TOLERATED.

SECTION III-2 (A). DEFINITION OF SEXUAL HARASSMENT.

FOR PURPOSES OF THIS POLICY, SEXUAL HARASSMENT IS DEFINED AS UNWELCOME OR UNWANTED ADVANCES, REQUESTS FOR SEXUAL FAVORS AND ANY OTHER VERBAL, VISUAL, OR PHYSICAL CONDUCT OF A SEXUAL NATURE WHEN: (1) SUBMISSION TO OR REJECTION OF THIS CONDUCT BY AN INDIVIDUAL IS USED AS A FACTOR IN DECISION AFFECTING HIRING, EVALUATION, RETENTION, PROMOTION OR OTHER ASPECTS OF EMPLOYMENT; OR (2) THIS CONDUCT SUBSTANTIALLY INTERFERES WITH AN INDIVIDUAL'S EMPLOYMENT OR CREATES AN INTIMIDATING, HOSTILE OR OFFENSIVE WORK ENVIRONMENT.

EXAMPLES OF SEXUAL HARASSMENT MAY INCLUDE, BUT ARE NOT LIMITED TO:

- * UNWANTED SEXUAL ADVANCES;
- * DEMANDS FOR SEXUAL FAVORS IN EXCHANGE FOR FAVORABLE TREATMENT, EMPLOYMENT BENEFITS OR CONTINUED EMPLOYMENT;
- * VERBAL CONDUCT SPECIFICALLY DIRECTED AT A MEMBER OR EMPLOYEE SUCH AS, DEROGATORY OR OBSCENE COMMENTS, SLURS OR SEXUAL INVITATIONS, SUGGESTIVE, INSULTING OBSCENE COMMENTS OR GESTURES OR OTHER VERBAL USE OF A SEXUAL NATURE;
- * GRAPHIC, VERBAL COMMENTARY ABOUT A INDIVIDUAL'S BODY, SEXUAL PROWESS OR SEXUAL DEFICIENCIES;
- * FLIRTATIONS, ADVANCES, LEERING, WHISTLING, TOUCHING, PINCHING, ASSAULT COERCED SEXUAL ACTS, MOCKING NORMAL MOVEMENTS;
- * VISUAL CONDUCT SUCH AS DEROGATORY OR SEXUAL POSTERS, PHOTOGRAPHS, CARTOONS, DRAWINGS OR GESTURES OR DISPLAYS IN THE WORKPLACE OF SEXUALLY SUGGESTIVE OBJECTS OR PICTURES;
- * CONDUCT OR COMMENTS CONSISTENTLY TARGETED AT ONLY ONE GENDER, EVEN IF THE CONTENT IS NOT SEXUAL;
- * RETALIATION FOR HAVING REPORTED OR THREATENED TO REPORT SEXUAL HARASSMENT.

IN DETERMINING WHETHER ALLEGED CONDUCT CONSTITUTES SEXUAL HARASSMENT,

THE RECORD AS WHOLE WILL BE CONSIDERED, AS WELL AS THE TOTALITY OF THE CIRCUMSTANCES, SUCH AS THE NATURE OF THE ALLEGED CONDUCT AND THE CONTEXT IN WHICH THE ALLEGED CONDUCT OCCURRED.

SECTION III-2 (B). DISSEMINATION OF POLICY.

THIS POLICY WILL BE DISSEMINATED TO ALL EMPLOYEES, AND ITS EXISTENCE WILL BE DISPLAYED PROMINENTLY AT THE CLUB. ALL SUPERVISORS ARE RESPONSIBLE FOR KNOWING OF ITS EXISTENCE AND SUBSTANCE, AND OF THEIR RESPONSIBILITY FOR ITS IMPLEMENTATION. THE HOUSE COMMITTEE OF THE ST. JOE BAY COUNTRY CLUB BOARD OF DIRECTORS WILL BE AVAILABLE TO ANSWER ALL

QUESTIONS ABOUT THE POLICY, OR IT IMPLEMENTATION.

SECTION III-2 (C). INDIVIDUALS COVERED UNDER THE POLICY

THIS POLICY COVERS ALL INDIVIDUALS IN THE WORKPLACE INCLUDING

SUPERVISORS AND PART TIME EMPLOYEES. THE ST. JOE BAY COUNTRY CLUB WILL NOT TOLERATE, CONDONE OR ALLOW SEXUAL HARASSMENT, WHETHER ENGAGED IN BY FELLOW EMPLOYEES, SUPERVISORS, MEMBERS OF THE CLUB OR OTHER NON-EMPLOYEES WHO CONDUCT BUSINESS WITH THE CLUB. THE ST. JOE BAY COUNTRY CLUB ENCOURAGES REPORTING OF ALL SEXUAL HARASSMENT, REGARDLESS OF WHO THE OFFENDER MAY BE, OR OF THE OFFENDER'S RELATIONSHIP TO THE CLUB.

SECTION III-2 (D). REPORTING A COMPLAINT

THE ST. JOE BAY COUNTRY CLUB ENCOURAGES INDIVIDUALS WHO BELIEVE THEY ARE BEING HARASSED TO FIRMLY AND PROMPTLY NOTIFY THE OFFENDER THAT HIS OR HER BEHAVIOR IS UNWELCOME. THE CLUB ALSO RECOGNIZES THAT POWER AND STATUS DISPARITIES BETWEEN AN ALLEGED HARASSER AND THE EMPLOYEE MAY MAKE SUCH A CONFRONTATION IMPOSSIBLE. IN THE EVENT THAT SUCH INFORMAL, DIRECT COMMUNICATION BETWEEN INDIVIDUALS IS EITHER INEFFECTIVE OR IMPOSSIBLE, THE FOLLOWING STEPS SHOULD BE FOLLOWED IN REPORTING A SEXUAL HARASSMENT COMPLAINT.

(1) NOTIFICATION OF APPROPRIATE STAFF.

INDIVIDUALS WHO BELIEVE THEY HAVE BEEN SUBJECTED TO SEXUAL HARASSMENT

SHOULD REPORT THE INCIDENT TO THEIR IMMEDIATE SUPERVISOR OR ANY MEMBER

OF THE ST. JOE BAY BOARD OF DIRECTORS. THE SUPERVISOR OR BOARD MEMBER WILL IMMEDIATELY REPORT THE INCIDENT TO THE HOUSE COMMITTEE OF THE BOARD. IF A SUPERVISOR RECEIVES THE COMPLAINT AND SUCCESSFULLY RESOLVES

IT IN AN INFORMAL MANNER TO THE COMPLAINANT'S SATISFACTION, THE SUPERVISOR MUST FILE A CONFIDENTIAL REPORT TO THE HOUSE COMMITTEE OF THE BOARD ABOUT THE COMPLAINT AND RESOLUTION. IF THE SUPERVISOR DOES NOT SUCCESSFULLY RESOLVE THE COMPLAINT IN AN INFORMAL MANNER, A WRITTEN

REPORT MUST BE MADE TO THE HOUSE COMMITTEE OF THE BOARD WITHIN ONE WORK DAY.

(2) DESCRIPTION OF MISCONDUCT.

AN ACCURATE RECORD OF OBJECTIONABLE BEHAVIOR OR MISCONDUCT IS NEEDED TO

RESOLVE A FORMAL COMPLAINT OF SEXUAL HARASSMENT. VERBAL COMPLAINTS OF

SEXUAL HARASSMENT MUST BE REDUCED TO WRITING BY EITHER THE COMPLAINANT

OR THE PERSONS DESIGNATED TO RECEIVE COMPLAINTS, AND MUST BE SIGNED BY

THE COMPLAINANT. INDIVIDUALS WHO BELIEVE THAT THEY HAVE BEEN OR ARE CURRENTLY BEING HARASSED, SHOULD MAINTAIN A RECORD OF OBJECTIONABLE CONDUCT IN ORDER TO PREPARE EFFECTIVELY AND SUBSTANTIATE THEIR ALLEGATIONS.

SECTION III-2 (E). TIMEFRAME FOR REPORTING COMPLAINT.

THE ST. JOE BAY COUNTRY CLUB ENCOURAGES THE PROMPT REPORTING OF

COMPLAINTS SO THAT A RAPID RESPONSE AND APPROPRIATE ACTION MAY BE TAKEN. ANY WRITTEN COMPLAINT MUST BE FILED WITH THE HOUSE COMMITTEE OF THE BOARD WITHIN 120 CALENDAR DAYS AFTER THE ALLEGED OCCURRENCE OF THE HARASSMENT INCIDENT. THIS POLICY NOT ONLY AIDS THE COMPLAINANT, BUT ALSO HELPS TO MAINTAIN AN ENVIRONMENT FREE FROM DISCRIMINATION FOR ALL EMPLOYEES.

SECTION III-2 (F). INVESTIGATING THE COMPLAINT
THE HOUSE COMMITTEE OF THE BOARD WILL TRY TO TAKE THE WISHES OF THE COMPLAINANT UNDER CONSIDERATION, BUT WILL THOROUGHLY INVESTIGATE THE MATTER, KEEPING THE COMPLAINANT INFORMED AS TO THE STATUS OF THE INVESTIGATION. STEPS TO BE TAKEN IN THE INVESTIGATION INCLUDE:

I. CONFIDENTIALITY

ANY ALLEGATIONS OF SEXUAL HARASSMENT BROUGHT TO THE ATTENTION OF THE HOUSE COMMITTEE OF THE BOARD WILL BE PROMPTLY INVESTIGATED. CONFIDENTIALITY WILL BE MAINTAINED THROUGHOUT THE INVESTIGATORY PROCESS TO THE EXTENT PRACTICAL AND APPROPRIATE UNDER THE CIRCUMSTANCES.

2. INVESTIGATION PROCESS

- * CONFIRM NAME AND POSITION OF THE COMPLAINANT
- * IDENTIFY THE ALLEGED HARASSER
- * THOROUGHLY ASCERTAIN ALL FACTS THAT EXPLAIN WHAT HAPPENED.

QUESTIONS

SHOULD BE ASKED IN A NON-JUDGMENTAL MANNER

- * DETERMINE FREQUENCY/TYPE OF ALLEGED HARASSMENT AND, IF POSSIBLE, THE DATES AND LOCATIONS WHERE ALLEGED HARASSMENT OCCURRED.
- * FIND OUT IF THERE ARE WITNESSES WHO OBSERVED THE ALLEGED HARASSMENT.
- * ASK THE INDIVIDUAL HOW HE/SHE RESPONDED TO THE ALLEGED HARASSMENT.
- * DETERMINE WHETHER THE ALLEGED HARASSER HAS CARRIED OUT ANY THREATS OR PROMISES DIRECTED AT THE COMPLAINANT
- * DOES THE COMPLAINANT KNOW OF OR SUSPECT THAT THERE ARE OTHER INDIVIDUALS WHO HAVE BEEN HARASSED BY THE ALLEGED HARASSER?
- * HAS THE COMPLAINANT INFORMED OTHER EMPLOYEES OR SUPERVISORS OF THE SITUATION? WHAT RESPONSE, IF ANY, DID COMPLAINANT RECEIVE FROM THESE INDIVIDUALS?
- * ASK THE COMPLAINANT WHAT ACTION HE/SHE WOULD LIKE THE BOARD TO TAKE AS A CONSEQUENCE OF THE HARASSMENT
- * WHEN FIRST INTERVIEWING THE ALLEGED HARASSER, REMIND HIM/HER OF THE BOARD'S POLICY AGAINST RETALIATION FOR MAKING A COMPLAINT OF SEXUAL HARASSMENT.

SECTION III-2 (G). RESOLVING THE COMPLAINT

(1). THE HOUSE COMMITTEE OF THE BOARD SHALL PRESENT ITS FINDINGS AND RECOMMENDATIONS TO THE FULL BOARD OF THE ST. JOE BAY COUNTRY CLUB FOR ACTION.

(2). IN ORDER TO MINIMIZE THE DAMAGE TO THE CLUB, THE COMPLAINANT AND THE ALLEGED HARASSER TO THE FULL EXTENT POSSIBLE, THE BOARD OF THE ST. JOE COUNTRY CLUB WILL COMPLETE THE INVESTIGATION OF A SEXUAL HARASSMENT

COMPLAINT AND WILL COMMUNICATE ITS FINDINGS AND INTENDED ACTIONS TO THE COMPLAINANT AND ALLEGED HARASSER AS EXPEDITIOUSLY AS POSSIBLE.

(3). IF THE BOARD FINDS THAT HARASSMENT OCCURRED, THE HARASSER WILL BE SUBJECT TO APPROPRIATE DISCIPLINARY PROCEDURES AS LISTED BELOW. THE COMPLAINANT WILL BE INFORMED OF THE DISCIPLINARY ACTION TAKEN.

(4). IF THE BOARD DETERMINES THAT NO SEXUAL HARASSMENT HAS OCCURRED, THIS FINDING WILL BE COMMUNICATED TO THE COMPLAINANT IN AN APPROPRIATELY SENSITIVE MANNER.

(5). IF THE BOARD CANNOT DETERMINE WHETHER OR NOT SEXUAL HARASSMENT OCCURRED, THIS FINDING SHALL BE COMMUNICATED TO THE COMPLAINANT AND THE

ALLEGED HARASSER, AND THE MATTER WILL BE RECORDED AS UNRESOLVED. BOTH

THE COMPLAINANT AND THE ALLEGED HARASSER WILL BE INFORMED AGAIN OF THE

PROCEDURES SET FORTH IN THIS SEXUAL HARASSMENT POLICY, INCLUDING THE APPEALS PROCESS CONTAINED BELOW.

SECTION III-2 (H). SANCTIONS

INDIVIDUALS FOUND TO HAVE ENGAGED IN MISCONDUCT CONSTITUTING SEXUAL HARASSMENT WILL BE SEVERELY DISCIPLINED, UP TO AND INCLUDING DISCHARGE FROM EMPLOYMENT, OR IN THE CASE OF CLUB MEMBERS, TERMINATION OF MEMBERSHIP IN THE CLUB. APPROPRIATE SANCTIONS SHALL BE DETERMINED BY THE BOARD OF THE ST. JOE BAY COUNTRY CLUB. IN ADDRESSING INCIDENTS OF SEXUAL HARASSMENT, THE BOARD'S RESPONSE AS A MINIMUM WILL INCLUDE REPRIMANDING THE OFFENDER AND PREPARING A WRITTEN RECORD.

THIS POLICY IS DESIGNED TO PROTECT ALL EMPLOYEES FROM HARASSMENT IN ANY

WAY ASSOCIATED WITH THE WORKPLACE AND WORK ENVIRONMENT, NO MATTER WHO

THE HARASSER IS.

ALTHOUGH THE BOARD'S ABILITY TO DISCIPLINE A NON-EMPLOYEE OR NON-MEMBER

HARASSER MAY BE LIMITED BY THE DEGREE OF CONTROL, IF ANY, THAT THE BOARD HAS OVER THE ALLEGED HARASSER, ANY EMPLOYEE WHO HAS BEEN SUBJECTED TO SEXUAL HARASSMENT SHOULD FILE A COMPLAINT AND BE ASSURED

THAT ACTION WILL BE TAKEN. SUCH ACTION MAY INCLUDE CLOSING BUSINESS WITH A SUPPLIER.

SECTION III-2 (I). MAINTAINING A WRITTEN REPORT OF THE COMPLAINT.

THE BOARD SHALL MAINTAIN A COMPLETE WRITTEN RECORD OF EACH COMPLAINT AND HOW IT WAS INVESTIGATED AND RESOLVED. WRITTEN RECORDS SHALL BE MAINTAINED IN A CONFIDENTIAL MANNER BY THE BOARD'S SECRETARY.

SECTION III-2 (J). PROTECTION AGAINST RETALIATION.

THE BOARD WILL NOT IN ANY WAY RETALIATE AGAINST AN INDIVIDUAL WHO MAKES A COMPLAINT OR SEXUAL HARASSMENT OR AGAINST ANY PARTICIPANT IN THE INVESTIGATION, NOR PERMIT ANY BOARD MEMBER OR EMPLOYEE TO DO SO. RETALIATION IS A SERIOUS VIOLATION OF THIS SEXUAL HARASSMENT POLICY AND SHOULD BE REPORTED IMMEDIATELY. ANY PERSON FOUND TO HAVE RETALIATED AGAINST ANOTHER INDIVIDUAL FOR REPORTING SEXUAL HARASSMENT WILL BE SUBJECT TO THE SAME DISCIPLINARY ACTION PROVIDED FOR SEXUAL HARASSMENT TO OTHERS.

SECTION III-2 (K). FORMAL LEGAL PROCEEDINGS.

THE PROCEDURES ABOVE APPLY TO INTERNAL COMPLAINTS OF HARASSMENT. DIFFERENT PROCEDURES APPLY AFTER A FORMAL GOVERNMENTAL ADMINISTRATIVE

CHARGE OR CIVIL LAWSUIT IS FILED. IF AN EMPLOYEE OR BOARD MEMBER RECEIVES SUCH A CHARGE OR COMPLAINT, IT SHOULD BE REPORTED IMMEDIATELY

TO THE BOARD. ALL RESPONSES TO SUCH A FORMAL CHARGE OR COMPLAINT WILL

BE MADE BY THE BOARD. RETALIATION AGAINST ANY PERSON WHO FILES A FORMAL

CHARGE OR COMPLAINT OF HARASSMENT IS PROHIBITED, AND IS GROUNDS FOR DISCIPLINE UP TO AND INCLUDING TERMINATION.

SECTION III-2 (L). CONCLUSION.

THE ST. JOE BAY COUNTY CLUB HAS DEVELOPED THIS POLICY TO ENSURE THAT ALL ITS EMPLOYEES CAN WORK IN AN ENVIRONMENT FREE FROM SEXUAL HARASSMENT. THE BOARD WILL MAKE EVERY EFFORT TO ENSURE THAT ALL PERSONNEL ARE FAMILIAR WITH THE POLICY AND KNOW THAT ANY COMPLAINT RECEIVED WILL BE THOROUGHLY INVESTIGATED AND APPROPRIATELY RESOLVED.

Article IV – Golf Course

Section IV – Golf Rules

Section IV-1: Golf is one sport in which etiquette is of paramount importance. Conformity to rules and regulations is mandatory if members and their guests are to get maximum enjoyment from the limited time they can spend on the course.

Section IV-2: The responsibility of all golfers begins on the first tee and continues through The 18th green on every round...consideration of others is the most important rule of golf. This includes consideration of the players ahead who can be injured or annoyed by balls driven before the preceding players are out of range.

Section IV-3: Violations of the rules and regulations should be reported to the Marshal or Pro Shop. Authority to enforce the rules and regulations on the golf course has been vested in the Marshal and/or the Pro Shop Manager and members of his staff.

Section IV-4: The Marshal, Pro Shop Manager or other persons designated shall have charge of all play on the course, and shall supervise all starting arrangements on days when tournaments are being held.

Section IV-5: In the absence of a starter on #1 tee, all golfers must obtain permission from the Pro Shop to start on any other tee.

Section IV-6: Players are encouraged to play in foursomes and fivesomes. Singles, twosomes and threesomes have no standing on the course at any time, and must give way to following players.

Section IV-7: Priority on the #1 tee is reserved for ladies until 10:30a.m. on Thursdays.

Section IV-8: Electric carts, pull carts, player's chairs or seats are not allowed on the tees, greens or within 30 feet of the greens. In all areas where cart paths are provided, carts must use paths.

Section IV-9: Not more than one player may play from one golf bag. Not more than two (2) players may ride or play from on motor driven cart.

Section IV-10: Players are responsible to see that all footprints in traps are leveled and all divots are sanded or replaced. Players should not climb up the faces of any traps round the course. Ball marks on greens will be repaired as soon as practical.

Section IV-11: Players looking for a lost ball shall, after not more than five minutes, signal the following players to pass through. Once the signal has been given, they shall not continue their play until the players coming up have passed through and are out of range, even though the lost ball is found promptly after the signal is given.

Section IV-12: Whenever a match fails to keep its place on the course, and players are more than one hole ahead of the slower match, the slower match must allow the following match to play through.

Section IV-13: Drink cans, bottles, paper cups, etc., shall not be thrown into lakes, fairways or rough, but must be deposited in receptacles placed at tees around the course.

Section IV-14: Shorts are permitted for both men and women golfers. Shirts, blouses, or sweaters must be worn at all times. Tank tops, bathing suits or trunks are not permitted on the course or in the clubhouse.

Section IV-15: The golf course shall not be used for any purpose other than playing golf. Members shall be responsible for advising their children of this rule. Loitering, playing football, riding bicycles, horses, motor bikes, golf carts or swimming in lakes, etc., on the course is prohibited. Violators will be reported to the Board of Directors. At the discretion of the Board, special exceptions may be made.

Section IV-16: Deliberate damage to the golf course will be reported to the Pro Shop manager, or to the Golf Course Committee of the Board, and will be subject to disciplinary action by the Board of Directors.

Section IV-17: All motor driven golf carts will be owned, franchised or leased by the club. The golf course Superintendent shall have the authority to restrict or prohibit the use of carts when, in his judgment, course conditions deem it advisable.

Section IV-18: Area resident non-members may be allowed to play two (2) times per year for the normal green fee. Non-area guests and visitors may play any open day for normal green fees and at the discretion of the Pro Shop Manager being reasonably sure that the course is not too crowded and that carts are available for members who wish to play.

Section IV-19: High school students may play golf at a special greens fee rate established by the Board with proper supervision, and with approval of the Pro Shop Manager. Members of the high school golf teams are granted free golfing privileges while under the supervision of the coach.

Section IV-20: Members, guests and visitors must register in the Pro Shop prior to the beginning of play. Guests and visitors may be issued identification showing name and the date they are privileged to play.

Section IV-21: All persons must be eighteen (18) years of age or older to rent or drive a golf cart except persons 16-17 years of age may drive carts with adult supervision.

Section IV-22: Select shot winners may redeem winnings any place at St. Joseph's Bay Country Club: Pro Shop, cart, Bar or Restaurant. After each event, winners must notify the Pro Shop manager if winnings are to be spent in the bar or restaurant.

Article V - Clubhouse

Section V-1: The House Committee of the Board of Directors, in cooperation with the Clubhouse Manager, shall establish a schedule of charges for food, beverages and functions for the restaurant and clubhouse.

Section V-2: Arrangements for all activities involving the restaurant or clubhouse must be made with the Clubhouse Manager.

Section V-3: Local non-members are welcome as guests when accompanied by a member. Local non-members are not allowed to purchase food or beverages except as a guest of a member.

Section V-4: Foods and beverages served in the clubhouse must be purchased through the club with the exception of club sponsored covered-dish dinners, cookouts, refreshments, and finger desserts.

Section V-5: Members sponsoring functions may request the clubhouse manager to make any special purchases to meet their needs. The request should be made at least 24 hours in advance.

Section V-6: Members sponsoring functions are responsible for paying food costs in advance. Alcoholic beverages can be purchased only by members.

SECTION V-7. A RENTAL FEE IS REQUIRED FOR ALL FUNCTIONS SPONSORED BY A NON-MEMBER. ALL FOOD AND BEVERAGES MUST BE ORDERED THROUGH THE CLUB

WITH COSTS PAID IN ADVANCE. ALCOHOLIC BEVERAGES CANNOT BE SERVED. A MEMBER CANNOT SPONSOR A NON-MEMBER FUNCTION.

SECTION V-8. A RENTAL FEE SHALL BE CHARGED FOR ALL OUTSIDE CATERED FUNCTIONS.

SECTION V-9. A CLUBHOUSE EMPLOYEE MUST BE PRESENT AT ALL FUNCTIONS.

ARTICLE VI - SWIMMING POOL RULES

SECTION VI-1. THE POOL WILL BE OPEN DAILY IN SEASON FROM 9:00 A.M. TO

8:00 P.M. DURING THE SWIMMING SEASON. POOL PRIVILEGES ARE LIMITED TO MEMBERS AND THEIR GUESTS; HOWEVER, MEMBERS ARE PRIVILEGED TO ENTERTAIN

POOL PARTIES OF 5 TO 10 PERSONS. SWIMMING PARTIES FOR MEMBERS AND GUESTS MAY BE ARRANGED THROUGH THE PRO SHOP.

SECTION VI-2. MEMBERS MUST REGISTER THEIR GUESTS BEFORE ENTERING THE POOL AND PAY AN ADMISSION FEE OF \$1.00 PLUS TAX PER PERSON. THE MEMBER MUST BE PRESENT WITH HIS GUEST AT ALL TIMES. EACH INDIVIDUAL MEMBER IS ALLOWED TO BRING UP TO FOUR (4) GUESTS.

SECTION VI-3. CHILDREN UNDER THE AGE OF 10 YEARS ARE NOT PERMITTED IN THE POOL UNLESS ACCOMPANIED BY THEIR PARENT OR A RESPONSIBLE PERSON.

SECTION VI-4. PERSONS IN BATHING ATTIRE MUST REMAIN IN THE POOL AREA.

SECTION VI-5. NO FOOD, GLASSES, BOTTLES, OR CHINAWARE IS PERMITTED IN THE POOL AREA.

SECTION VI-6. MEMBERS AND GUESTS USING THE POOL FACILITIES DO SO AT THEIR OWN RISK, AND THE CLUB ASSUMES NO RESPONSIBILITY FOR THE SAFETY OF ANY PERSON USING THE POOL FACILITIES, NOR WILL IT ASSUME ANY LIABILITY IN CONNECTION THEREWITH.

SECTION VI-7. ANY PERSON HAVING A BODY INFECTION SHALL BE EXCLUDED FROM

THE USE OF THE POOL.

SECTION VI-8. PERSONS USING SUNTAN OILS OR LOTIONS ARE NOT PERMITTED IN THE POOL.

SECTION VI-9. POPPING OF TOWELS, RUNNING ON DECKS AROUND POOL, PUSHING

OR "DUNKING" OF OTHERS IN THE POOL, AND SIMILAR DANGEROUS PRACTICES ARE

PROHIBITED.

SECTION VI-10. THE CLUB WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE OF PROPERTY OF MEMBERS OR GUESTS.

SECTION VI-11. SPECIAL POOL PRIVILEGES TO NON-MEMBERS MAY BE GRANTED AT

THE DISCRETION OF AND WITH THE APPROVAL OF THE BOARD OF DIRECTORS.

ARTICLE VII - TENNIS COURTS

SECTION VII-1. TENNIS COURTS WILL BE OPEN DAILY FOR USE BY MEMBERS AND FAMILIES. PLAYERS USING COURTS AT NIGHT MUST TURN OFF LIGHTS WHEN THROUGH PLAYING.

SECTION VII-2. ALL PLAYERS ARE REQUIRED TO REGISTER IN THE PRO SHOP PRIOR TO PLAY. PLAYERS SHOULD MAKE RESERVATIONS AT THE PRO SHOP TO BE ASSURED OF HAVING A COURT.

SECTION VII-3. COURT RESERVATIONS MAY BE MADE FOR THE FOLLOWING PERIODS: SINGLES - 2 1/2 HOURS; DOUBLES - 2 HOURS.

SECTION VII-4. NON-RESIDENT GUESTS ARE PERMITTED TO USE THE COURTS WHEN

ACCOMPANIED OR SPONSORED BY A MEMBER. MEMBERS WILL BE RESPONSIBLE FOR

GUEST FEES.

SECTION VII-5. NON-RESIDENT GUESTS MAY BE INVITED NO MORE THAN TWO (2) TIMES PER YEAR AND MUST BE ACCOMPANIED BY A MEMBER OR ONE OF THE MEMBER'S FAMILY AND MUST BE RESPONSIBLE FOR FEES.

SECTION VII-6. GUEST FEES FOR USE OF THE TENNIS COURTS SHALL BE \$1.00 PLUS TAX PER GUEST.

RULES, REGULATIONS, AND FEES ARE SUBJECT TO CHANGE THROUGH ACTIONS
AT
MONTHLY BOARD MEETINGS. CHANGES WILL BE AVAILABLE IN THE PRO SHOP AND
THE CLUBHOUSE MANAGERS OFFICE.
UPDATED AND REVISED JUNE, 2001.