

PINE RIDGE SWIMMING CLUB

BY-LAWS

REVISED 11/27/10

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ARTICLE - I NAME AND ADDRESS

Section 1. Name.

The name of this organization shall be the "Pine Ridge Swimming Club, Incorporated."

Section 2. Address.

The address of this Club shall be:

9230 Old Harford Road
Baltimore, Maryland 21234

ARTICLE - II OBJECTIVE AND POLICIES

Section 1. Objective. The object of this Club shall be

1. To build and maintain the necessary facilities to operate a community swimming club restricted to members and their guests, as provided in these by-laws, under the laws and regulations of Baltimore County, the State of Maryland and the United States of America.
2. To promote the civic, economic, educational, recreational, social, welfare and cultural interests of its members and the communities it serves.

Section 2. Policies. The policies of this Club shall

1. Be non-profit in all of its operations.
2. Not endorse any commercial products or enterprises, political candidate or party, except in association with items used at or donated to pool and must be Board approved. (This club or any of its officers in their official capacity)".

ARTICLE - III MEMBERSHIP

Section 1. Number of Memberships.

The initial quota of full memberships shall be 300. This number may be changed by the Board of Directors under the provisions of Article V, Section 8. At no time shall the full membership exceed 400.

The exact number of membership's types will be determined by the Board of Directors annually upon review of the membership applications.

Section 2. Application for membership.

A family meeting the requirements of Section 1 of this Article shall be eligible for membership provided they have first been recommended by a membership in good standing, seconded by another membership in good standing, and approved by the Membership Committee as provided by Article VII, Section 1 of these by-laws.

Section 3. Membership in good standing.

A membership in good standing shall be defined as one which all membership fees and special assessments have been paid, or in the case of those members on any financing plan, such member shall be current in their obligation concerning payment, yearly dues are not in arrears as set forth in Article IV of these by-laws, and have been accepted as membership.

Section 4. Full membership.

1. This Corporation will have members which are designated as BOND MEMBERS. All members are required to follow all RULES and REGULATIONS of the Corporation.
2. The qualified member and his/her "qualified family" will come under one membership. Anyone visiting will not qualify under this membership. A separate fee will be charged for a baby sitter. The baby sitter must accompany at least one person in the family of a member to use the facilities.
3. Qualified members are adult members, children of adult members, and parents of an adult member, all residing at the same address.

Section 5. Definition.

The use of the term "Membership" hereafter in these by-laws refers to a membership in good standing as defined in Section 4 of this Article.

Section 6. Termination or suspension of a membership.

1. Termination or suspension of a membership may be made by the Board of Directors:
 - A. Upon request of the membership in writing.
 - B. Upon failure of the membership to maintain good standing as specified in Section 4 of this Article.
 - C. Upon determination by the Membership Committee that any membership or member thereof has flagrantly or continuously acted contrary to the objectives and/or policies of this Club or has deliberately or continuously violated the by-laws or other rules or regulations of this Club which may, from time to time, be adopted by the Board of Directors as set forth in Article V, Section 8 of these by-laws.
2. However, there shall be no refund of the initial membership fee after acceptance of the membership until all of the following conditions have been met:
3. The full membership quota shall have been met; the membership seeking termination shall have notified the Board of Directors in writing; and a new membership shall have paid the membership fee and been approved in accordance with the provisions as set forth in these by-laws.

Section 7. Non-transferable.

A membership is non-transferable. Any change in the number or status of a family membership shall be reviewed and approved by the Board of Directors.

Section 8. Privileges of membership.

A membership in good standing entitles the members and guests of said membership to full use of the Club's facilities within the limits of the standing rules and regulations as provided for in Article V and VII of these by-laws.

Section 9. Membership waiting list.

Persons interested in membership must contact the Membership Committee to request an application form. Order of priority shall be based upon date of receipt of the completed application form and the accompanying \$50.00 application fee, which is authorized as provided for in Article IX, Section 2.

Section 10. Special or limited membership.

Regulations for special or limited membership may be established by the Board of Directors for cases not covered by this Section. Special memberships shall include non-property owners, subject to all regulations and privileges of a full membership except that they shall be reviewed and approved as special cases by the Board of Directors. Limited memberships may be established by the Board of Directors.

Section 11. Voting.

Any husband, wife, or member of the household 21 years of age or over may act as a representative of his or her membership for voting privileges. Each membership shall be entitled to one vote. A homeowner or head of a household, or his wife, under 21 years of age shall have full voting privileges and the above age restriction of this Section shall not apply in this case.

ARTICLE - IV MEMBERSHIP AND ANNUAL DUES

Section 1. Membership fees.

An application fee of \$50.00 which is authorized as provided for in Article IX, Section 2, shall have been paid by the applicant, along with application, for acceptance to membership. Upon written notification by the Membership Committee of immediate eligibility or membership the applicant must forward a minimum of \$380.00 membership fee, for a full membership, within fifteen days.

Section 2. Initiation fee.

An initiation fee may be added to the initial membership fee by the Board of Directors, at any time, provided. However, that it applies only to new memberships accepted after it's effective date and that it is indiscriminately applied to all such new memberships. No initiation fee may be added or made retroactive.

Section 3. Refunding of membership fee.

Upon termination of the membership, the membership fee less incurred liabilities, if any, shall be refunded, subject to the provisions of Article III, Section 7 of these by-laws. Application fees shall not be refunded.

Section 4. Annual dues.

1. Annual dues shall be determined by the Board of Directors at a uniform rate per year per membership, based on the budget for that current year.
2. Annual dues shall be assessed by means of a bill to be mailed to each membership no later than February 1 of each year. Dues are payable in advance on March 1 of each year. Dues must be paid on or before March 31, or said membership is restricted from the Club premises, and will not be accepted after March 31 unless accompanied by a \$35.00 late fee. Except in the case of a member who has, due to extenuating circumstances, requested the President to permit payment of annual dues after April 30, and the President has approved the late payment along with a \$75.00 late fee, each unpaid membership will be terminated as of May 1. Any member in arrears for one season (after Labor Day) will forfeit their membership and bond.
3. Annual dues for the current year shall not be required of a new membership accepted after August 15. No refunds of annual dues shall be made except at the discretion of the Board of Directors.

ARTICLE - V OFFICERS AND BOARD OF DIRECTORS

Section 1. Officers.

The officers of the Club shall consist of a President, Vice President, Treasurer and Secretary.

Section 2. Members of the Board of Directors.

The Board of Directors shall consist of the officers and seven elected members.

Section 3. Eligibility.

1. Only the husband, wife or the head of a household shall be eligible to hold office or serve on the Nominating Committee.
2. If the membership of a person holding one of these positions is placed on the sell list, that person shall tender his or her resignation and the office will be considered vacant.

Section 4. Term.

1. Officers shall hold office for one year or until their successor has been duly elected.
2. Members of the Board of Directors shall serve for a term of two years or until their successor has been duly elected. Four members shall be elected in the even years, and the other three members in the odd years.
3. Officers and members of the Board of Directors shall not be limited in the number of successive terms.

Section 5. Nominations.

1. Nominations shall be made by a Nominating Committee, appointed by the Board of Directors, and by the general membership from the floor at the election meeting immediately preceding the election.
2. No nomination shall be made without the previous consent of the nominee. The Nominating Committee shall be appointed by the Board of Directors in the month of April. The committee shall consist of at least three members; one member, who shall be designated the chairman, shall be chosen from the Board of Directors and the other members appointed from the general membership to best represent the membership geographically. The Nominating Committee shall report to the Board of Directors with a complete slate of nominees by July 1.

Section 6. Election.

1. Election of Officers and members of the Board of Directors shall be held at the annual meeting of the Club in the month of August each year as provided for in Article VI, Section 1.
2. The newly elected Officers and members of the Board of Directors shall take office November 1.
3. Elections shall be by written ballot:
4. Lists of nominees shall be sent to the general membership by the Secretary at least fifteen days before the annual meeting. To be elected, a candidate must receive a majority of the votes cast. If a candidate does not receive a majority of the votes cast, he must submit to a run-off election with the candidate receiving the next highest number of votes.

Section 7. Duties of Officers.

President

The ***President*** shall preside at all meetings of the Club. He shall be chairman of the Board of Directors. He shall be charged with the general supervision of the Club. He shall have all the powers ordinarily exercised by the President of a corporation. He shall have authority to sign and execute in the name of the Club all authorized mortgages, bonds, contracts and other instruments. He shall be an ex-officio member of all committees except the nominating committee. He shall approve, in writing, all expenses not directly related to daily pool operations.

Vice-President

The ***Vice-President*** shall assist the President and carry out the duties which the President may delegate to him and in absence or disability of the President, shall have all the powers of the President and perform all duties of the President except the execution of mortgages. Bonds, contracts and other legal instruments for which he must have the specific approval of the Board of Directors. He, along with the President, shall approve, in writing, all expenses not directly related to daily pool operations.

Treasurer

1. The ***Treasurer*** shall receive and disburse all funds of the Club with the approval of the Board of Directors. He shall prepare and present a report of receipts and disbursement on a monthly basis at Board of Directors and general Club meetings. He shall prepare and present at the annual Club meeting a full and specific account of the receipts and disbursements during his term of office.
2. He shall keep regular books of account and adhere to the fiscal policy as set forth in Article VIII of these by-laws. He shall give bond for the faithful performance of his duties, the expense of such bond to be paid by the Club.
3. The ***Secretary*** shall keep accurate minutes of all Board of Directors meetings and Club meetings. He shall send all official communications as directed by the President and Board of Directors. He shall notify members of special meetings and their purpose as required by Article VI, Section 2 of these by-laws. He shall send the list of nominees to the general membership as required by Section 6 of this Article. He shall maintain a roster of all memberships.

Section 8. Operation and Duties of the Board of Directors.

1. The President shall be chairman of the Board.
2. The Board of Directors shall conduct all business of the Club, except as provided by Article VIII, Section 5. They shall approve all memberships, establish special regulations and make terminations as required by Article III of these by-laws. They shall appoint standing committees as provided for in Article VII. They may appoint special committees at their discretion. They shall approve all committee activities. They shall authorize all disbursements and perform an annual audit as required by Article VIII. They shall set the total number of memberships that the Club may acquire; however, reductions in the number of memberships may be made by not filling vacancies only. No terminations shall be made for the sole purpose of reducing the total number of memberships. They shall determine the amount of annual dues and the amount of any special assessments on an annual basis.

Section 9. Vacancies in Office.

Any vacancies in offices or on the Board of Directors which occur during a term shall be filled by appointment by the Board of Directors of a person to fill the remaining portion of the term.

Section 10. Compensation and Reimbursement.

Officers, Board Members or Committee Chairmen shall not receive any salary or wages for their services in performance of their duties, but shall be reimbursed for any expenses incurred and be eligible for any perquisites or benefits authorized by a three fourths majority of the Board of Directors present and voting, not including dues abatement.

Section 11. Removal of Officers and Directors.

Any Officer or Member of the Board may move for the removal of an Officer or Member of the Board. If the motion is seconded, it shall be tabled until the next Board meeting, and notice shall be given to the affected Board Member by first class mail. After discussion, the Board Member shall be removed from office upon the affirmative vote of three-fourths of the directors present and voting. Any vacancy shall be filled in accordance with Section 9, above.

ARTICLE - VI MEETINGS

Section 1. Annual Meeting.

The Club shall meet at least once a year, in August, and this meeting shall be designated as the Annual Meeting. The Order of Business of this meeting shall be:

1. Roll call of Officers and Board of Directors.
2. Reading and approval of minutes of previous meeting of the Club.
3. Summary of Treasurer's annual report.
4. Presentation of slate of nominees for election.
5. Nominations from the floor and closing of nominations.
6. Election, conducted by Nominating Committee.
7. Summary of annual committee reports by the President.
8. Old business.
9. New business.
10. Election results.
11. Installation of new Officers and Board Members to take place at this meeting, however, their term of office shall not begin until November 1 of the same year and shall terminate on November 1 of the year in which their term expires. This coincides with the Club's fiscal year; see Article VIII, Section 1.
12. Adjournment.

Section 2. Special Meetings.

1. The President shall call all special meetings upon the approval of the Board of Directors or upon written request of twenty memberships, provided such a request contains a complete summary of the purpose of the meeting. The general membership shall be given at least fifteen days written notice, by the Secretary, of the time, place and purpose of a special meeting.
2. The President shall determine the order of business of all special meetings.

Section 3. Board of Director's Meetings.

1. The Board of Directors shall meet once per month to conduct the business of the Club. In April a Nominating Committee will be appointed and in December appoint the Standing Committees. Any member of the Board of Directors that has more than three unexcused absences of these monthly Board Meetings during the fiscal year shall tender his or her resignation for Office or Board position. Vacancies shall be filled according to Article V, Section 9.
2. The President shall establish the order of business.
3. Special meetings of the Board of Directors shall be called upon the request of three members of the Board, provided ten days notice is given to all Board Members.

Section 4. Quorum.

1. Ten percent of the Club members, each representing a membership shall constitute a quorum for convening annual or special meetings.
2. Seven of the eleven members of the Board of Directors shall constitute a quorum for convening all meetings of the Board.

ARTICLE - VII COMMITTEES

Section 1. Appointment.

1. All committees shall be appointed by the Board of Directors. Standing committees shall be appointed in the month of December. Special committees may be appointed at any time but must not report before the annual meeting of that year or be reappointed by the new Board of Directors to complete their assignment.
2. The nominating committee shall be appointed in the month of April as provided in Article V, Section 5 of these by-laws.

Section 2. Standing Committees.

1. Rules and Procedures Committee: By-laws; legal procedures; membership rules; general pool and grounds rules; guest rules and parliamentarian.

2. Admissions and Membership Committee: Publicity: obtain, screen and approve memberships; maintain waiting list; notify new members of acceptance in writing; notify applicants of eligibility for membership in writing; recommend termination of membership for cause.
3. Financial Committee, of which the Treasurer shall be ex-officio chairman: prepare yearly budget; establish dues.
4. Pool and Grounds Committee: construction; operation; purchasing; maintenance.

Section 3. Reports.

All committees shall submit reports for approval by the Board of Directors before action is taken, unless specifically directed by the Board to do so. All committees must submit written annual reports to the President ten days before the annual meeting.

ARTICLE - VIII FISCAL POLICY

Section 1. Fiscal Year.

The fiscal year of the Club shall commence on the first day of November of each year.

Section 2. Accounting.

1. Separate accounting shall be maintained for the Capital Reconstruction Fund and the General Operations and Maintenance Budget.
2. The Capital Reconstruction Fund shall be funded annually with a minimum of \$11,500.00 appropriated through dues or assessments.
 - A. \$5,000.00 of this fund shall be limited to the following major pool repairs:
 - B. Main pool wall and beam structural failures.
 - C. Main pool bottom slab structural failures.
 - D. Main pool plumbing and return pipe repairs.
 - E. Pump house filter room structural failures.
 - F. Total replacement of wading pool.
3. Two registered professional engineers shall prepare an engineering report and analysis for the above stated major pool repairs and submit the report to the Board of Directors for approval.
 - A. \$6,500.00 of this fund shall be limited to repairs and improvements of the remaining facility such as:
 - B. Main roof replacement.
 - C. Pavilion and Garage roof replacement.
 - D. Water heater replacement.
 - E. Crush and run parking area.
 - F. Snack bar improvements and maintenance.
 - G. Wading pool resurfacing.
 - H. Wading pool maintenance.
 - I. Umbrella replacement.
 - J. Tree trimming and removal.
 - K. Plumbing and electrical repair and maintenance.
 - L. Pump motor maintenance.
 - M. Improvements/maintenance of the remainder of the facility as needed.
4. Capital Improvements ideas in excess of \$15,000.00 must be presented to the general membership at the General Meeting. This will allow the General membership to take part in this decision, since a Capital improvement of this nature will most likely increase the annual membership dues or add an assessment to a member's annual dues. If a repair must take place in order to keep the facility in safe and proper running order, the Board of Directors may vote on this type of issue even if it means an increase in dues. Discussion held so that no one item can be approved except emergency or safety issues to keep up to code by the Board without membership approval. (8-03)

Section 3. Auditing.

The books of the Club shall be audited by the Board of Directors at the end of each fiscal year. A periodic audit shall be made at the discretion of the Board of Directors by an independent auditor.

Section 4. Capital Reconstruction.

Capital Reconstruction Fund and the General Operations and Maintenance Budget. Expenditures for Capital Reconstruction and General Operations and Maintenance exceeding \$5,000.00 shall be approved only upon the affirmative vote of three-fourths of the directors present and voting.

Section 5. Project Approval.

The President and Vice-President shall approve in writing all expenses not directly related to daily pool operations.

ARTICLE - IX METHOD OF AMENDING BY-LAWS

Section 1. Meetings and Voting.

These by-laws may be amended at any meeting of the Club by a vote of 70% of the members each representing a membership, present at said meeting, provided that the general membership shall have first been notified by the Secretary of the proposed amendment at least fifteen days in advance of the meeting.

Section 2. Proposal of Amendments.

Proposed amendments may be submitted in writing by any members to the Rules and Procedures Committee. The Rules and Procedures Committee shall report to the Board of Directors on all proposed amendments submitted to them. All amendments must be approved by the Board of Directors before being considered for adoption at any meeting of the Club.

ARTICLE - X PARLIAMENTARY AUTHORITY AND INTERPRETATION OF BY-LAWS

Section 1. Rules of Order.

The rules contained in "Robert's Rules of Order Revised" shall govern the proceedings of this Club in all cases in which they are applicable and in which they are not inconsistent with these by-laws.

Section 2. Interpretation.

The Board of Directors shall be the final authority in the interpretation of the provisions of these by-laws, provided that, when practical, the question is first referred to the Rules and Procedures Committee.

ARTICLE - XI DISSOLUTION OF THE POOL

Section 1. Voting Procedures

Upon a three-fourths vote of the members of the Board of Directors present and voting, the Board of Directors may authorize counsel of its choosing to commence dissolution procedures. A meeting of the membership shall take place within 30 days, and all members shall be given notice by first class United States mail. Dissolution shall take place if approved by a majority of members present and voting, unless automatic dissolution under section 2 of this article is applicable. Such dissolution shall take place in accordance with the Corporations and Associations Article of the Annotated Code of Maryland.

Section 2. Dissolution Procedures

Dissolution procedures shall be commenced automatically under the following circumstances, without a vote of the membership or Board of Directors:

1. A quorum is not obtained for the membership meeting described in section 1 above, provided the notice of the meeting is mailed within fifteen days of the scheduled meeting.
2. The membership fails to elect a sufficient number of officers and directors to constitute a quorum under these by-laws.
3. The Board of Directors, after reasonable diligence, is unable to fill vacancies on the Board sufficient to constitute a quorum under these by-laws.
4. Three officers (or all the officers, if there are fewer than three duly elected) certify in writing that the Board of Directors is unable to obtain a quorum to conduct business.

Section 3. Final Approval of Dissolution

Upon final approval of dissolution, counsel for the Board of Directors shall retain a commercial real estate agent at a reasonable fee to undertake the listing of the real estate for sale. If the real estate is not sold within six months of listing, it shall be sold at a public auction to the highest bidder. All personal property shall be auctioned among the membership upon written notice of the sale.

Section 4. Costs of Dissolution

Once all costs of dissolution are paid, the remaining funds shall be distributed among the owners of the memberships in equal shares upon execution of a release and receipt by the owner.

***OLD OUT DATED LANGUAGE AND/OR CHANGES MADE TO THE LANGUAGE.**

OLD ARTICLE - III MEMBERSHIP

Old Section 1. Area of Membership.

The membership of this Club shall be comprised of resident property owners of the surrounding communities except as specified in Section 12 of this article. (We feel this language is outdated and is not being observed today. Remove This Language – See Section 12 as well for the removal of Special Memberships.)

Old Section 2. Number of Memberships.

The initial quota of full memberships shall be 250. This number may be changed by the Board of Directors under the provisions of Article V, Section 8; however, at no time shall the full membership exceed 310. (We want to expand the language to allow room for additional membership. We currently are not above 300, but believe if the opportunity presents itself the expansion will help bring more revenue to the pool, which will control Dues costs for the Membership)

Old Section 5. Full membership.

A membership shall include one husband and/or wife, and all of their children (not including spouses of the children) all of whom permanently reside in the same domicile. The only exception shall be that no more than two grandparents permanently residing in the same domicile may be included in the membership. This definition is intended to keep Pine Ridge a family swim club and prevent two families from using one membership. (We are recommending that we do not make this so detailed based on research of other swim club by-laws. Not all families have a husband and wife and we want to remove this outdated language).

Old Section 10. Chartered membership.

Chartered members shall be those which have paid the initial fee of \$50.00 and have been accepted for membership on or before March 31, 1960 and have paid the remaining \$200.00 within 30 days of written notification by the Secretary, as authorized by the Board of Directors, that said payment is due. (There are no existing chartered members in the club).

Old Section 11. PRIVILEGES OF CHARTERED MEMBERSHIP:

1. There shall be no geographic limits placed on chartered members.
2. Chartered members shall receive ten free guest privileges for adults the first year and five free guest privileges each year thereafter. These privileges will not be subject to the restrictions for Saturday, Sunday or holidays that may be placed on other guest privileges.
3. A chartered member shall be given first priority upon application to rejoin or re-enter the Club, and upon acceptance shall be reinstated as a chartered member entitled to all privileges of this section.
4. The annual dues of a chartered member shall be reduced to 50% of the regular dues when he retires at age 65 or at age 52 if his retirement is due to illness as generally described under the Social Security Retirement Plan.
5. Chartered members shall be given first preference if a limited number of lockers are installed.
6. Chartered members shall be extended special consideration by the Board of Directors before termination of membership. (There are no existing chartered members in the club).

Old Section 12. Special or limited membership.

Regulations for special or limited membership may be established by the Board of Directors for cases not covered by this Section. Special memberships shall include non-property owners, subject to all regulations and privileges of a full membership except that they shall be reviewed and approved as special cases by the Board of Directors. Limited memberships may be established by the Board of Directors. (There are no existing chartered members in the club)

OLD ARTICLE - IX METHOD OF AMENDING BY-LAWS

Old Section 1. Meetings and Voting.

These by-laws may be amended at any meeting of the Club by a vote of 70% of the members each representing a membership, present at said meeting, except amendments that apply to the provisions of chartered membership in Article III, Sections 10 and 11, which would require, for adoption, the additional provision of unanimous affirmative vote of all chartered members present, provided that the general membership shall have first been notified by the Secretary of the proposed amendment at least fifteen days in advance of the meeting. (There are no existing chartered members in the club).