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## **I. ARTICLE I - NAME**

This association, a corporation under the laws of the State of West Virginia, shall be known as DuPont Employees' Recreation Club, henceforth referred to as the Club.

## **II. ARTICLE II - MEMBERSHIP**

Memberships shall be open at any time to all employees of the Washington Works. A member shall be defined as one who pays membership dues to D.E.R.C. A member shall be suspended indefinitely from the Club for conduct detrimental to the best interests of the organization.

Membership in the Club shall be a prerequisite for election to the Board of Directors.

Membership cards will be issued every two (2) years to those qualifying as D.E.R.C. members.

If husband and wife are both employees of Washington Works, both must buy membership in the Club in order to participate in Club activities. Upon special request to the Membership Chairperson, a single or divorced full service employee Club member with dependent children may be issued a second two-year card (maximum of two cards per household). This special request must be made each time new membership cards are distributed; the card will not automatically be issued to the single divorced employee member. (8/23/01)

Any full-service employee who is a current DERC member, whose job is eliminated due to business realignment, shall be extended a full membership in DERC, pay their dues annually, and shall be granted a one-time grandfathering that would allow them to continue their long-standing DERC membership uninterrupted. (5/29/97)

In order to qualify for a life membership, a member must be (1) in good standing, (2) receiving a pension check at the time of retirement from the Company, and (3) a member of the Club for a period equivalent to 75% or more of his or her plant service. Those members failing to qualify under the conditions above must be a member at the time of retirement for a minimum of 5 years immediately preceding retirement or paying the balance equal to 5 years dues with a written request to and approval of the Board. They also must pay dues in advance to the end of the current fiscal year and yearly thereafter. (7/31/86)

Any full-service employee (with a minimum of five-years service who separated from employment due to medical reasons) shall be permitted to continue their membership by paying dues, in advance, to the end of the current fiscal year and yearly thereafter. (3/20/07)

Spouses of deceased members shall be granted courtesy memberships for one calendar year. Membership Chairperson shall obtain names from Personnel Division and contact spouse within ninety (90) days to advise of courtesy membership extended to them and the procedures to follow for membership continuance thereafter. Membership must be kept current or is discontinued. Should such member remarry, they then become ineligible for further membership. (8/28/86)

In case of death of both DERC member and spouse (or member only if single), courtesy membership for dependent children can be requested by their legal guardian. Such requests shall be presented for board approval by the Membership Committee. Membership (1 per family), if approved, shall be free of charge and entitle use of the Park facilities, excluding the Activities Building. It is understood that this does not include participation in any other club-sponsored activities. These special requests will be reviewed annually for

continuance. No privileges will be granted after the deceased member's youngest child reaches the age of 18 years. (9/24/87)

Du Pont employees of the Washington Works Construction Division, Limited Service Employees, Summer Employees, and Du Pont employees assigned to the Parkersburg area but not previously mentioned may, upon application to the Membership Committee, be enrolled as members as prescribed in Article VIII, Finances.

### **III. ARTICLE III - GOVERNMENT**

The government and management of the Club shall be vested in a Board of Directors. The officers of the Club shall be a President, Vice-President, Secretary and Treasurer. No person shall be a Board Member and an officer, or hold more than one office.

### **IV. ARTICLE IV - BOARD OF DIRECTORS**

#### ***A. Section 1 - Members***

The Board of Directors, henceforth referred to as the Board, shall be composed of duly-elected representatives from plant Business Teams and Departments on the basis of one representative for each 100 members, or portion thereof, with a maximum of two representatives from any group. (2/25/99)

#### ***B. Section 2 - Alternates***

Alternate members of the Board shall be appointed as follows:

Each member of the Board shall appoint an alternate from each of the rotating shifts, or an alternate assigned to straight days. (2/25/99)

#### ***C. Section 3 - Election***

1. Prior to September, the President shall appoint an Election Committee composed of the Vice President as Chairperson plus at least four additional members of the Club. Duties of the Election Committee will be to canvass the members of the Club for nominees to the posts of President, Vice-President and Area Representatives. (2/25/99)
2. Annually, during the month of November, the Club members in the respective departments shall elect, by ballot, members to the Board. The candidates receiving the largest number of vote's cast shall be declared elected. The newly elected Board members and officers begin their terms at the December Board meeting. Term of office for Board members shall be two years. (2/25/99)
3. In the event an area is not represented at 3 consecutive meetings, management will be notified. If the elected representative or alternate is unable to attend scheduled meetings, or where a vacancy occurs on the Board by reason of transfer, termination, disability, or resignation, the Board of Directors reserves the

right to replace the elected representative from the affected department until the next annual election. (2/25/99)

***D. Section 4 - Duties and Powers***

The Board of Directors of the Club, unless otherwise restricted by the members, shall have authority to lawfully do all things required of the Club. This includes:

1. The power to make rules for its own government.
2. The purchase, control, and management of all real estate and property deemed necessary for the effective operation of the Club.
3. The establishment of dues for members.
4. The suspension or expulsion of members for good cause.
5. The general management and conduct of all matters necessary or incidental to the welfare of the Club, and the distribution of its powers as it may delegate to Committees and members of the Club.

***E. Section 5 - Meetings***

Regular meetings of the Board shall be held at least once a month, the time and place to be determined by the President of the Club. A majority of the total voting membership of the Board must be present to constitute a quorum (50+1) for the passing or defeating of transaction of business in regards to decisions for welfare of the Club. A majority vote of those present (50% + 1) at any meeting of the Board is required to pass or defeat any given issue (By-Laws, activities, elections, etc.) unless otherwise specified by the By-Laws. Some issues (membership additions and/or suspensions or revoking of memberships, major renovations, expenditure of Club funds such as the operating budget, or any other capital expenditure such as purchasing equipment) may require approval of the entire membership in order to make changes. (10/20/04)

Officers of the Club and members of the Board, with the exception of the President or acting President, shall have one vote each in Board proceedings. Alternates can vote only in the absence of their regular representatives. The President or acting President may vote only in case of a tie. (10/20/04)

On all roll call votes, names of Board members and officers and their vote shall be published in the minutes of the meeting.

The Board may decide any given issue by a mail ballot to obtain the opinion of each member of the Club.

**V. ARTICLE V - OFFICERS**

***A. Section 1 - Titles***

The officers of the Club shall be: President, Vice-President, Secretary, and Treasurer.

***B. Section 2 - Manner of Selection***

1. Prior to September, the President shall appoint an Election Committee composed of the Vice-President as Chairperson plus at least four additional members of the Club. Duties of the Elections Committee will be to canvass the members of the Club for nominees to the posts of President, Vice-President and Area Representatives. (2/25/99)
2. Prior to October, the Elections Committee will report to the President of the Club all candidates to the posts of President, Vice-President and Area Representatives. In conducting its canvass of the membership for nominations, the Elections Committee must include, but is not limited to, contacts with each member of the Board, and direct solicitation to the members through appropriate means.
3. During the October Board meeting, the President shall convey to the Board the nominations to the posts of President, Vice-President and Area Representatives of the Club for the coming year. Candidates to be considered shall include all those obtained by the Elections Committee and any brought to the floor during the meeting. (2/25/99)
4. During the month of November, the membership shall elect by ballot the President and Vice-President of the Club, and members of the Board. Write-in candidates for each post considered will be allowed. Candidates receiving the largest number of votes shall be declared elected. (2/25/99)
5. The President of the Club shall obtain an up-to-date list for voting prior to the date of distribution of the ballots.
6. Selection of Secretary, Treasurer, Bookkeeper, and Park Commissioner shall be made by the Board at the December Board meeting.

***C. Section 3 - Duties***

1. President - The President shall preside at all Club and Board meetings, call special meetings when necessary, and perform all duties incident to said office.
2. Vice-President - The Vice-President shall perform all duties of the President, in the event of the President's absence or disability. The Vice-President shall perform other duties as are designated by the Board and shall serve as Chairperson of the Elections Committee. (2/25/99)

3. Secretary - shall keep the minutes of all proceedings and permanently record same, give notice of all meetings, and perform other duties as this office may require. Inasmuch as the duties of Secretary will require a considerable amount of the incumbent's personal time, the Secretary shall receive a salary as approved by the annual budget, payable on the last day of each month.
4. Treasurer - shall serve on the Budget Committee, insure that the activity chairpersons use the prescribed procedures in the sale of tickets, handling and accounting of Club moneys, and see that they do not exceed their respective budgets, supervise the work of the Bookkeeper and insure that the records are maintained and required reports are made, approve all disbursements and arrange for necessary signatures on checks, and furnish the Board with a monthly report on the Club's financial situation.

#### ***D. Section 4 - Term of Office***

The President, Vice-President, and Secretary shall be selected for a one-year term while the Treasurer shall be selected for a two-year term. The Bookkeeper shall be appointed for a one-year term. The newly selected officers shall assume their office at the December meeting.

#### ***E. Section 5 - Vacancies***

In the event of a vacancy of one or more Officers of the Club, the Board shall choose a successor for the unexpired term.

### **VI. ARTICLE VI - SPECIAL APPOINTED POSITIONS (7/31/86)**

#### ***A. Bookkeeper***

Shall be appointed by the President, with approval of the Board, to keep accurate records of all expenses and income, and shall be responsible for the disbursement and collection of funds necessary of the various Club activities. Inasmuch as the duties of Bookkeeper will require a considerable amount of the incumbent's personal time, the Bookkeeper shall receive a salary as approved by the Annual Budget, payable on the last day of each month.

#### ***B. Park Commissioner***

Shall be appointed by the President, with approval of the Board, to oversee the construction and maintenance work at the Park and coordinate the reports of the Park Construction and Maintenance Committee, enforce the General Park Rules and Regulations, and keep the Board informed of all important matters in connection with the operation of the Park. When he considers that the General Park Rules and Regulations are in need of revision, he shall make such recommendations to the Board. He shall make a progress report at each regular meeting of the Board. The Park Commissioner, on the last day of each month, shall deliver to the Treasurer a report of the automobile

mileage accumulated during that month on Park business, and shall be reimbursed for travel expenses at the rate designated by the Board not to exceed any monthly budgeted amount.

***C. Parliamentarian***

Shall be appointed by the President, with approval of the Board, to assure that Club matters are handled in a business-like manner at all Board meetings.

***D. Management Advisor***

Appointed by the Manager of Washington Works, shall attend all Board meetings and shall act only in an advisory capacity, and have no vote in the proceedings.

**VII. ARTICLE VII - COMMITTEES**

***A. Section 1 - Standing***

The President, with the approval of the Board, shall appoint, within thirty (30) days after assuming office, the following officers and Standing Committee Chairpersons. These appointed chairpersons and committee members shall serve for the calendar year.

1. Standing Committees of the Club shall include the following:
  - a) Activities Committee - shall consist of a Chairperson and as many committee persons as necessary to plan and operate the Club's activities. The duties of this Committee shall be to plan and coordinate all social and recreational activities of the Club.
2. The duties of the Activities Chairperson will be:
  - a) To present to the Board a progress report concerning recently conducted, continuing and future activities.
  - b) To serve as an advisor for all activities and to ensure the following guidelines are adhered to.
    - All DERC notices are sent via the Washington Works weekly communication e-mail note and also found on the DERC website. (7/13/06)
    - Reservations will be taken on a first-come, first-served basis. Only "in person" and/or phone reservations will be taken. No computer reservations will be honored.
    - Reservations will be taken after 8:30AM on designated date.

- Payment must be made to the activity chairperson immediately. Delaying making payment will result in your name being removed from the reservation list.
- All names on a reservation list will be checked to confirm DERC membership.
- To be responsible for the proper evaluation and approval of all contracts. Each contract must be approved by the Club Treasurer and either the President or Vice-President.
- To work closely with the Treasurer and the various committee chairpersons to monitor the cost of each activity to ensure the activity funds are allocated according to the by-laws, (Article VIII, Sec. 4) and to report monthly to the board concerning the financial standing of each activity.
- To receive, evaluate, and act upon requests for particular events.

3. Each committee chairperson shall be responsible for issuing the following:

Activity Report Form and Account-of-Funds Report to the Activity Chairperson not to exceed one month after each event.

- a) Budget Committee - shall consist of four members including a Chairperson, one of who must be the Treasurer of the Club. Their duties shall be to prepare and present to the Board an annual budget at the January meeting. They will also recommend revisions to the annual budget that may become necessary during the year. (2/25/99)
- b) Park Construction and Maintenance Committee - shall be chaired by the Park Commissioner and as many members as necessary, excluding all Officers and members of the Board. Its duties shall be to plan, provide, and arrange for the construction and maintenance of facilities at the Club Park.
- c) Planning Committee - shall consist of the President of the Club who shall serve as Chairperson, and six members, three from waggeroll and three from salary, preferably members of whom are not Officers nor members of the Board. Members of this Committee, with the exception of the President of the Club, shall serve six-year terms with one committee member being replaced each year. This Committee's duties shall be to make recommendations to the Board concerning the purchase and development of property for recreational purposes and for the location and construction of facilities. (05/24/01)
- d) Publicity Committee - shall consist of a Chairperson and as many members deemed necessary. Its duties shall be to arrange for adequate publicity for various Club activities.
- e) Rules Committee - shall consist of a Chairperson, who shall be a member of the Board, and as many committee persons as deemed necessary. Its duties shall be to receive and review proposed amendments to the By-Laws and to insure their agreement with the purposes of the Club and suitability for adoption. It shall

propose phrasing of the amendment so that it will be adaptable to the present structure of the By-Laws.

- f) Reservation Committee - shall consist of a Chairperson, who shall be a member of the Board, and four (4) committee persons appointed by the President. Its duties shall be to meet as needed to approve written requests for groups of more than 25 for use of the Park and its facilities as pursuant to the appendices of the By-Laws. This committee will also review all previous months' requests for consistency and will report Park usage to the Board of Directors during their monthly scheduled meeting. Committee approval will be automatic for the annual plant picnic, Easter Egg Hunt, Safety Fair, BTO Challenge Cup, and Construction Safety Picnic. (2/25/99)
- g) Swimming Pool Committee - shall consist of a Chairperson, with as many members as deemed necessary, with the Park Commissioner as a member. Its duties shall be the general management and conduct of all matters necessary or incidental to the operation of the swimming pool, including the formulation and revision when necessary of rules for the operation of the pool. Such rules and revisions shall be subject to approval of the Board.
- h) The Membership Chairperson shall be an officer or a member of the Board whose duties shall be to solicit new employees, maintain records on membership, and make necessary reports to the Board on the membership status.

The President, with the approval of the Board, may create additional officers and Standing Committees as necessary.

## VIII. ARTICLE VIII - FINANCES

### ***A. Section 1 - Fiscal Year***

The fiscal year of the Club shall be from January 1 through December 31.

### ***B. Section 2 - Dues and Initiation Fees***

The dues shall be set by the Board in accordance with the needs of the Club.

All permanent Washington Works employees (including those re-employed after having been terminated from Washington Works), and DuPont Construction, for the first three months after their arrival, will be extended an opportunity to join the Club without the payment of any initiation fee. Limited Service, summer, and other Du Pont employees assigned in the area will be extended the opportunity to join with no initiation fee for the first two weeks after their arrival. After the expiration of the grace period, they will be required to pay one and a half times the annual dues as well as the regular monthly dues. (10/29/92)

Initiation fee to join the Club will be waived during the month of May, 1985. Fee will be reinstated June 1, 1985. (4/25/85)

For a one-month period, during June, 1987 the initiation fee will be reduced to \$15.00. Beginning July 1, 1987 regular fee will be reinstated. (4/30/87)

For four days during the Safety Health Fair (September 21, 22, 28, 29, 2006), the initiation fee will be reduced to \$20.00. (9/20/06)

Washington Works Construction Division, Limited Service Employees, Summer Employees, and Du Pont employees assigned to the Parkersburg area must pay dues in advance to the end of the current fiscal year and yearly thereafter.

Former Club members who have canceled their memberships and later desire reinstatement will be required to pay one and a half times the annual dues as the initiation fee.

D.E.R.C. members who accept a transfer from Washington Works to another DuPont location may maintain their membership in the Club by continuing their dues deductions from their check. It is the responsibility of the transferring member to sign a cancellation card for their membership dues if they do not wish to maintain their membership. D.E.R.C. will not refund dues taken out of transferred employees' check after their effective date of transfer. (3/31/88)

### **C. Section 3 - General**

1. All collections for funds which accrue to the Club as a result of dues, activities, or non-directed contributions shall be placed in the General Fund.
2. A Long-term Project Fund, not to exceed 10% annually of income from dues, vending, recycling and interest, will be set aside by the Planning Committee. Expenditures from this fund require Planning Committee proposal with Board approval. (2/28/91)
3. Disbursements for the purchase of all fixed assets and increases in previously approved budgets for social and recreational activities, in amounts of \$150 or less, may be authorized by the Budget Committee. Disbursements for the purchase of all fixed assets and increases in previously approved budgets for social and recreational activities, exceeding the sum of \$150 must be authorized by the Board before the purchase commitment is made or the activity held.
4. All checks for disbursements must have any two signatures from the following officers: Treasurer, President, Vice-President, Secretary, or the Bookkeeper. (7/30/81)
5. After failure to receive favorable response from 50 + 1 of voting membership, expenditures of the Club funds for the support, in whole or in part, of any group, club or team whose regular members are not also members of the Club shall be given to the Board of Directors for final decision. (7/13/06)
6. A mileage allowance will be given to the officers of the D.E.R.C. equal to current Company mileage allowance for use of personal vehicle while on Club business. The monthly allotment will not exceed \$20.00 per month per officer. Requests for reimbursement will be acted on by a three-member committee appointed by the

President from the current Board of Directors. No officers will be allowed to serve on this Committee.

7. All employees of the D.E.R.C. will receive at least minimum wage. (2/28/91)

#### ***D. Section 4 - Activity Funds***

1. The chairman of any activity or event must have an expense of the activity billed directly to the Club. When the Treasurer receives an invoice for such an item, he will have the Chairman of the event approve payment of the invoice. The chairman will keep a record of such expenses for his Activity Report.
2. Miscellaneous expenses for which the chairman wishes to pay cash are to be paid from a cash advance that will be made after a written request is given to the Treasurer. The chairman must get a receipt for any money spent and any money not spent will be returned to the Treasurer. No cash from ticket sales, entry fees, or other receipts is to be spent on miscellaneous expenses.
3. All receipts from ticket sales, entry fees, or other receipts must be turned in to the Treasurer as soon as possible after the activity is held.
4. Tickets for any event must be pre-numbered and the Treasurer and event chairman must account for all tickets. Any tickets not sold must be turned in to the Treasurer for auditing purposes. The admission price must be printed on the ticket.
5. D.E.R.C. activity funds shall be allocated as closely as possible to the following:
  - a) All activities (Family, Ladies, Men's, Children) will be 65% self-supporting. (3/20/07)
  - b) Prior Board approval will be required should a special activity require additional funding.
6. The cost of participation in the Men's and Ladies Activities should be as follows:
  - a) D.E.R.C. Dues-Paying Member - Lowest Rate
  - b) Spouse of Dues-Paying Member - \$1.00 more
  - c) Guests (if open) - Full cost of activity, or as close to full cost as deemed necessary **by the Men's/Ladies Activity Chairperson** (10/20/04)

The cost of participation in the Family Activities should be as follows:

D.E.R.C. Dues-Paying Member/Family - Lowest Rate  
Guests (if open) - Full cost of activity, or as close to full cost as deemed necessary **by the Family Activity Chairperson.**

***E. Section 5 - Moneys for Alcoholic Beverages***

D.E.R.C. funds shall not be used to purchase alcoholic beverages.

***F. Section 6 - Audit of Records***

The records of the Treasurer shall be audited upon Plant Management's request by the Company auditor. (7/28/83)

**IX. ARTICLE IX - PARTICIPATION IN CLUB-SPONSORED ACTIVITIES AND EVENTS**

***A. Section 1 - Participation***

1. Participation in Club-sponsored activities shall be open to all Club members (as defined in Article II, Paragraph 1) who designate interest to participate. The chairperson (and team captains, if applicable) of specific activity shall designate and/or limit participation of Club members/family (spouse and legal dependent). Any guidelines/rules set to govern activity/leagues shall be approved by the Club's Board of Directors. (2/28/91)
2. The Board may elect to sponsor special functions open to all employees of Washington Works.

***B. Section 2 - Presentation of Membership Cards***

Membership cards must be presented, upon request, if the necessity should arise.

**X. ARTICLE X - AMENDMENTS**

***A. Section 1 - Procedure for Amending the By-Laws***

1. A proposal to amend may be submitted by any member of the Board at any regular meeting of the Board.
2. After discussion of the proposed amendment, the Chair shall refer the amendment to the Rules Committee for action.
3. At the next meeting of the Board, the Rules Committee shall report its recommendations and the proposed form of the amendment under consideration.
4. Upon the submission of the report of the Rules Committee, the Board shall act upon the proposed amendment. A favorable vote of two-thirds of the members

present, providing there is a quorum is required for enactment of the amendment to these By-Laws.

5. Upon adoption of the amendment, the Secretary shall prepare and issue to the members of the Board, a revised copy of the By-Laws, indicating the changes made and noting the date of such changes.

## **XI. APPENDIX I**

### ***A. General Park Rules and Regulations***

The Du Pont Employees' Recreation Club, Inc., henceforth, shall be referred to as the Park.

It is the duty of each Club member to see that the following rules are enforced. Violations are to be reported to the Park Commissioner or to a member of the Board.

Members and guests availing themselves of the Park facilities are expected to conduct themselves in a gentlemanly (or lady-like) manner at all times.

1. The Park will be opened to vehicular traffic at times considered appropriate by the Park Commissioner, taking into consideration the season, condition of the road, etc.
2. Membership cards will be shown upon the request of any Club member or Park employee and they may ask unauthorized persons to leave the Park.
3. The lending of membership cards, other than to dependents living within the home (refer to 4.d), will not be tolerated. The user will be evicted from the grounds and the member whose card was used will be appropriately reprimanded. (8/27/98)
4. Use of Park
  - a) Since the Park was developed and is maintained for the benefit of members and their guests, employee non-members are not permitted to use the Park or its facilities with the exception of the annual Plant Picnic, Easter Egg Hunt, Safety Fair, BTO Challenge Cup, Construction Safety Picnic, special D.E.R.C. sponsored activities (Article IX, Sec. 1, para. b), or DuPont sponsored groups. (10/29/92)

BTO sponsored events held at the Park (Activity Building excluded) shall be limited to one event per year. A BTO function, by definition, is when the BTO assumes full cost of an event. A temporary membership fee of \$25 per employee non-member attending each event shall be imposed and be paid for by the BTO prior to the event. Reservations for such events must be submitted by the BTO Superintendent.

The requesting BTO is also responsible for any damages noted to the Park or its facilities on random checks after said event and could result in future requests being denied. (7/13/06)

For parties held at the Park or its facilities in honor of DERC members that are retiring or transferring to another DuPont location, employee non-members are permitted to attend by paying \$10.00 per event. Pertaining to reservations for weddings, wedding receptions, and wedding rehearsal dinners, employee non-members are also permitted to attend by paying \$10.00 per event. It will be the responsibility of the member reserving the building to collect the money. The check should be made payable to DERC and given to the bookkeeper. (1/30/03)

- b) Guests (other than members' immediate family - spouse and legal dependents) up to a maximum of six (6) will be allowed in the Park when accompanied by a member or in the absence of the member, the member's spouse. The use of the Park or its facilities by groups of twenty-five (25) or more members, or by groups of twenty-five (25) or more members and guests, is subject to written approval by the Reservations Committee. A written application must be presented to the Reservations Committee to establish that criteria has been met. Employee non-members are not permitted and will not be recognized as guests. A list of members and guests must be provided upon request. Members will be responsible for the conduct of their guests while in the Park. Members are also responsible for any damages noted to the Park or its facilities on random checks after said event and could result in future requests being denied. (9/24/98)

A "dues paying" member, on his/her own, may request use of the Park and its facilities (limited to non-profit organizations) by presenting a written application to the Reservations Committee for approval. A request of this kind is limited to a single day, one event per year, and the Reservations Committee must establish that criteria have been met. A guest list is to be provided to the Membership Chairperson no later than one week prior to the event. The member will be responsible for the conduct of their guests while using the Park and its facilities. Employee non-members are not permitted and will not be recognized as guests. The member is also responsible for any damages noted to the Park or its facilities on random checks after said event and could result in future requests being denied. The Reservations Chairperson will report Park usage to the Board of Directors during their monthly scheduled meeting. (7/13/06)

- c) All Park shelters shall be numbered and may be reserved for use by DERC members. Non-reserved facilities, excluding the Activities Building (covered in Appendix VI) are "first come, first serve". (7/13/06)
- d) A maximum of one (1) guest will be permitted in the Park when accompanied by a member's dependent when the member is not present at the Park. The dependent must not be married or a full-time employee of another Company. Dependent children under the age of 12 using Park facilities (pool, playground tennis courts, etc.) must be accompanied by a responsible adult. The adult will be the guest of the child. (8/27/98)
- e. Membership card must be carried by member when using the Park. If member is not present, spouse or child must have card with them.

5. Unlicensed motorized vehicles, other than those used for maintenance, are not permitted in the Park. All vehicles must be driven slowly and carefully. Maximum speed at any time is 5 miles per hour unless otherwise designated. (10/31/85)
6. Parking will be in the designated areas only or on perimeter road within a maximum of 15 feet from the edge of the road. Parallel parking on the right side of the road only is requested. (8/27/98)
7. Vehicles will be driven on park roadways. Drivers of motor vehicles in the Park must have valid operator's licenses. No excessive noise will be permitted in the Park.
8. Place trash in proper containers.
9. All pets in the Park must be kept on a leash.
10. Anyone stealing or destroying Club property will be prosecuted.
11. No ground fires will be used - only the provided barbecue grills and personal portable grills will be permitted. Extreme caution should be exercised in the use of matches. (2/28/81)
12. The Park will close at 10:00 PM during the summer and 8:00 PM during the winter. In order to remain in the Park beyond closing time, advance approval must be obtained. The member to whom approval is given shall be responsible for obtaining the keys, locking the gate, and returning keys to the Park Superintendent or designate. (7/13/06)
13. No guns or bows are permitted in the Park except at the respective ranges. (2/28/81)
14. Hunting is prohibited at all times.
15. Horses are prohibited from the Park at all times except when they are necessary to a Club-sponsored event.
16. Capital Investment Park Equipment will not be loaned to individuals. Club owned tables and chairs may be borrowed and checked out through the Park Superintendent or designate. Any items not previously described (i.e. bingo set, grills, etc.) require Board approval to be removed from the Park. (7/13/06)
17. Due to safety concerns, any groups or organized leagues using the softball field must adhere to the recommendation of the WV State Director of USSSA regarding the type of softball equipment to be used at the Park. The Activity Chairperson of the DERC Softball League is responsible for determining and complying with the directives of the USSSA Director. (5/28/98)

## **XII. APPENDIX II**

### ***A. Shooting Ranges General Safety Rules***

1. Treat every gun with the respect due a loaded gun.
2. Carry only empty guns in your automobile, camp and home.
3. Always be sure that the barrel and action are clear of obstructions.
4. Always carry your gun so that you can control the direction of the muzzle, even if you stumble. Keep the safety on until you are ready to shoot.
5. Be sure of your target before you pull the trigger.
6. Never point a gun at anything you do not want to shoot.
7. Never leave your gun unattended unless you unload it first.
8. Never climb a tree or a fence with a loaded gun.
9. Never shoot at a flat, hard surface or the surface of water.
10. Alcoholic beverages are not permitted; anyone under the influence or consuming alcoholic beverages (participant or spectator) is not permitted near the shooting ranges. (10/90)
11. For your own safety and the safety of others, use firearms at the firing points only.
12. Keep guns pointed toward backstop at all times.
13. Be courteous to other shooters, allowing time for target changes.
14. No firing permitted while anyone is beyond firing points on any part of the range.
15. During matches, do not load arms until range officer orders you to do so.
16. After each course of fire, open actions, remove clips, and lay guns on the tables or place in rack.
17. Talk gun safety when two or more persons are using the range.
18. Rifles, pistols, revolvers, shotguns, etc., must be used only on designated ranges. Shotguns with pelleted ammunition (more than 1 solid ball per round) are prohibited from the rifle and pistol ranges. (5/29/97)

19. Children under the age of 18 years of age using the fire arms range must be accompanied by a member. (2/28/81)

**THE RIFLE RANGE WILL BE RESERVED FOR MEMBERS & THEIR IMMEDIATE FAMILY (AS DEFINED BY THE BY-LAWS) ONLY FROM OCTOBER 1 THROUGH NOVEMBER 30 OF EACH YEAR. ANY MEMBER OF THE IMMEDIATE FAMILY MUST BE ACCOMPANIED BY THE D.E.R.C. MEMBER AT THIS SPECIFIC TIME. (2/28/81)**

### **XIII. APPENDIX III**

#### ***A. Bookkeeping Procedures***

Summarized below are the records, which shall be maintained for the systematic recording of the financial transactions of the Recreation Club.

1. Basically, five divisions of records shall be maintained. They are:

- a) General Journal Record
- b) Cash Receipts Journal
- c) Cash Disbursements Journal
- d) Check Register (Checkbook)
- e) Book of Accounts

2. The procedures for administering these records are:

- a) Systemized Voucher Record System

As each invoice is received by the Bookkeeper, it will be forwarded to the appropriate activity committee chairman for approval, thence to the Treasurer, and returned to the Bookkeeper to be processed for payment. These invoices will be filed in a jacket on a monthly basis. Each month will be kept separate from the others. The number assigned to the invoice will be cross-referenced on the check stub after the voucher is paid. This provides a ready audit system for the approval of payments and a review of expenditures against approved activity budgets.

- b) Uniform Procedure for Payment of Invoices

After the invoice has been received and processed under Item 1, the Bookkeeper will draw a check and deliver it to the Treasurer for the necessary signature and counter-signature by two of the Club's officers. This check will show reference by number to the invoice being paid. After issuance of the check, the corresponding voucher will be given the check number signifying payment.

c) Auxiliary Record in Accounting for Special Funds

There are two funds, which are not under immediate control as cash by the Bookkeeper. These are change funds in the hands of area representatives, and a Park Operating Fund, used by the Park Commissioner. In administration of these funds, each of the custodians of this money will report to the Bookkeeper in sufficient detail (surrendering paid invoices, receipts, etc.) to document expenditures.

d) Monthly Statement of Cash Position

The only report required on a monthly basis is a monthly statement of cash position. This is needed to give the Club a reasonable position for determination of expenses and income for the period.

e) Annual Reports

At the end of each calendar year, a Balance Sheet and a Profit and Loss Statement must be prepared for distribution to Club Members.

## **XIV. APPENDIX IV**

### ***A. Procedures and Regulations – Swimming Pool Facilities***

#### **1. PURPOSE**

The DuPont Employees' Recreation Club Swimming Pool is operated for the benefit and enjoyment of its members and their immediate families.

#### **2. ELIGIBILITY TO USE POOL FACILITIES**

All Club members and members of their immediate family (which includes spouse, unmarried or non-employed children, adopted, step, or foster children all living within the employees' household, grandchildren, with the exception of employee non-members) will be eligible to use the swimming and wading facilities. All pool fees shall be set and approved by the Board. A member will be permitted to bring a maximum of six (6) guests according to the General Park Rules and Regulations. Those guests will be required to pay the Guest Rate. If a member's child, at the age of 12 or older, conducts themselves in an orderly manner AND CAN SWIM, that child will be permitted to use the pool facilities without adult supervision. (8/26/82)

The intent of D.E.R.C. is to promote use of the Park and its facilities by members and their guests. Any valid member can reserve the pool for private parties outside normal working hours of operation for groups up to 24 members and guests (excluding employee non-members). Groups larger than 25 require the Board's approval.

Guests, swimmers and spectators will be restricted to the immediate area of the pool, unless permission has been granted by the Reservations Committee for use of the Park outside of the pool facility (refer to Appendix I, General Park Rules & Regulations, 4.b). Member(s) reserving the pool will be responsible for damages and conduct of their guests. Pool safety rules must be followed. These rules also apply to any competitive swim meet hosted by the Dolphins Swim Team. (9/24/98)

Advance notice is required to schedule adequate lifeguard coverage as required by law. A nominal fee set by the Board annually will be assessed to cover expenses. (10/29/92)

The Dolphins Swim Team will be permitted to host 1 - 2 competitive swim meets per summer. All fees will be set by the Dolphins' Coaches. If non-member DuPont employee has a child on the opposing team, that parent will not be permitted access to the Park. (3/26/98)

During the 1 - 2 competitive home meets, the pool will close at 5:30PM to allow completion of the meet at a reasonable hour. (3/26/98)

### 3. ELIGIBILITY TO PURCHASE POOL PASSES

All Club members are eligible to purchase a pool pass for themselves and their immediate family (which includes spouse, unmarried or non-employed children, adopted, step, or foster children all living within the employee's household, with the exception of employee non-members and grandchildren). Guests (up to a maximum of six [6] according to the General Park Rules and Regulations) accompanying any Club member shall pay the Guest Rate. Grandchildren will not be included on pool passes, but will be allowed to pay the Member's Rate as set by the Board, instead of the Guest Rate. (8/26/82)

### 4. POOL SEASON

Due to the variations in weather conditions from year to year, the pool season will be flexible with the start and termination of pool operations to be determined by the Swimming Pool Committee. Such dates will be given appropriate publicity.

### 5. HOURS OF OPERATION

The hours of operation shall be determined by the Swimming Pool Committee. The Pool may be closed on days considered unsuitable for swimming by the Pool Manager, with the concurrence of the Swimming Pool Committee Chairman.

### 6. SUSPENSION OF OPERATION

Swimmers will not be permitted in the pool during maintenance and/or cleaning operations. Also, swimmers will be required to vacate the pool as per state law or as deemed necessary by the Pool Manager. In addition, the Pool Manager, at any time, may, at his discretion, require the pool to be vacated.

7. EJECTION FROM THE POOL

The Pool Manager or one of his subordinates may request a person to leave the pool area for continued violation of the posted rules.

8. REGISTRATION

The name of each person entering the pool must be entered on the appropriate register provided. In the case of children unable to inscribe their own name, an accompanying adult will register for them.

9. RESPONSIBILITY FOR FAMILY MEMBERS AND GUESTS

A member will be responsible for the conduct and actions of all persons using the facilities under the privileges of his membership.

10. ENFORCEMENT OF RULES

- a) The Pool Manager will be responsible for the enforcement of Swimming Pool Procedures and Regulations and Safety and Health Rules, and shall have the authority to delegate such responsibility. Matters requiring extreme disciplinary action are to be brought to the attention of the Park Commissioner and/or the Swimming Pool Committee Chairman.
- b) The lifeguards will report to the Pool Manager and will be responsible for carrying out established lifeguard functions.

11. CONDUCT

All persons using the swimming facilities will be required to conduct themselves in an orderly manner; to be courteous and considerate of others. (8/26/82)

12. SAFETY RULES

- a) Personal conduct in the entire pool area must be such that the safety of self and other is not jeopardized.
- b) No swimming will be permitted without a lifeguard on duty.
- c) There shall be no running, pushing, shoving, splashing or ducking of others, water polo, tag-type games, or other dangerous actions, in or out of the water.
- d) Inner tubes / floats will not be permitted in either the swimming or wading pool.
- e) Only children under six (6) years of age will be permitted in the wading pool. A lifeguard will be responsible for the conduct and safety of these children.

- f) Diving must be from the end of the board only - not from the sides of the board. Only one person is permitted on the diving board at a time. Diving in a crowded area or in less than four (4) feet of water is prohibited, except in supervised racing events.

### 13. HEALTH RULES

- a) In order to prevent an untidy appearance and unsafe and unsanitary conditions, there shall not be eating, drinking, smoking, no glass articles other than spectacles, and no animals allowed inside the pool fence. Eating and smoking must be done in the area provided for such purposes.
- b) Persons in street clothes are not permitted inside the pool fence, except for parents of small children in the wading pool, and they will be limited to the area adjacent to the wading pool.
- c) Bathers with severe colds, contagious diseases, or skin infections are restricted from using the swimming and wading pools.
- d) All persons using the swimming pool must take a shower with soap before entering the pool. (This is a state law.)
- e) Excessive spitting, blowing of noses, and spouting water will not be permitted.
- f) Unsanitary conditions and situations anywhere in the pool area, dressing rooms, or rest rooms shall be reported to the Pool Manager.

## **XV. APPENDIX V (8/26/82)**

### ***A. Camping Rules and Regulations***

1. Reserving of campsites will not be permitted.
2. Campsites will be open from April 1 to November 1. Campground access road will be closed (chained/cable) after November 1. NO campers will be permitted in camping area after November 1. (3/26/98)
3. Daily rate of camping, for those sites without electricity, is Two Dollars (\$2.00); sites with electricity is Four Dollars (\$4.00), except Lot 28 which is \$3.00, and must be paid in advance at the Guard House. No collection at the Plant. Camping fees will be reviewed on an annual basis. The Guard will check campsites for camping permits along with his/her usual daily rounds. (4/25/02)
4. Only DERC member or spouse will be permitted to lease camping sites. By signature on registration form, the member or spouse agrees to assume responsibility for their campsite, camping unit, dependent(s) left unattended anytime day or night at camping facilities. Anyone creating problems or

disturbance for other campers/Park users will be directed to leave the Park. Parents will be contacted to pick up dependents creating problems. (3/26/98)

5. All camping units must be registered at the Guardhouse during the hours of 11:00AM to 7:00PM Monday through Saturday and 1:00 to 8:00 on Sunday. Anyone arriving at camping facilities at times other than hours specified must register at first available time the Guardhouse is open. (3/26/98)
6. Forty-eight (48) hours after owner's notification, unregistered camping units will be "locked" and the owner will be subject to disciplinary action by the Club's Board of Directors.(4/25/02)
7. **CAMPING PERMIT MUST BE DISPLAYED ON EACH SITE'S NUMBERED POST PROVIDED.** (3/26/98)
8. Choice campsites are Nos. 4, 20-24, and 26. In order to give other campers' equal opportunity, camping at choice lots will be limited to no more than two (2) consecutive weeks (14 days) except after Labor Day and up until May 10 of the following year. Camper must then be moved out of campground or to another lot for a period of seven (7) days. (1/30/03)
9. Campers must take care of own site and dispose of trash properly. Gray" (or drain) water must be collected and dumped at dumping station and not allowed to run onto ground or through hose to another ground location. (3/26/98)
10. Quiet hours are from 11:00 PM to 7:00 AM.
11. No uncontained/unattended fires will be permitted at campsite.
12. All pets must be kept on a leash.
13. Camping is permitted only in designated numbered campsites.
14. Recreational vehicles (boats, campers, etc.) can be stored at the pool parking lot during the winter months (September 15 through May 15) at a fee set by the Board. (7/13/06)
15. Failure to follow D.E.R.C. Camping Rules and Regulations will ban camper from any further use of camping facilities.
16. A copy of these Camping Rules and Regulations will be given to each camper upon registration at the Guardhouse.
17. **DERC WILL NOT BE RESPONSIBLE FOR ANY LOST OR STOLEN PERSONAL PROPERTY.** (3/26/98)

## **XVI. APPENDIX VI (10/27/83)**

### ***A. Rules and Regulations Governing Activity Building and Parking***

#### 1. House Rules and Use

- a) The member making a reservation for the Activity Building will be responsible for the building and all contents, since all property located in the building is owned by the D.E.R.C.
- b) The Park will close at 10:00 PM during the summer and 8:00 PM during the Winter. In order to use the building beyond Park closing time, advance approval must be obtained from the Reservation Committee. The member to whom approval is given shall be responsible for obtaining the keys, locking the gate, and returning keys to the Park Superintendent or designate. (7/13/06)
- c) Due to utility costs, no activity shall be held past 2:00 A.M.
- d) General clean up is expected of the building after activity held. This will include:
  - (1) All food disposed of properly.
  - (2) All trash picked up.
  - (3) Fireplace checked. (Fires extinguished)
  - (4) All lights out.
  - (5) All doors and gate locked (includes utility room and kitchen, doors to building inside and out, and gate at the entrance to the Park).
- e) Any maintenance problems must be reported to the Park Superintendent or designate, Park Commissioner or the President of D.E.R.C. promptly. (7/13/06)
- f) The building will be inspected before and after each use. Misuse of, or damage to the building and/or its contents without proper restitution will result in the refusal of future reservations for the responsible member and could result in possible membership suspension, if deemed necessary by the Board of Directors.
- g) D.E.R.C. will not be held responsible for any lost or stolen personal property.
- h) Any valid member can make a reservation for the building no earlier than four (4) months prior to the date of the activity. Once a reservation is made, however, it cannot be canceled by D.E.R.C. All guests attending events at the Activity Building must be restricted to that building unless permission has been granted by the Reservations Committee for use of other facilities. The responsibility still lies with the member making the reservation. Refer to General Park Rules and

Regulations of the By-Laws (Appendix I, 4.b). All other rules contained in Appendix I shall also apply for the remainder of the Park. (9/24/98)

- i) D.E.R.C. activities already scheduled will take precedence over any other reservation requests. \* These D.E.R.C. activities will normally be scheduled prior to 4 months in advance. (5/28/98)
- j) Any valid member may make a reservation that would cover himself and twenty-five (25) of his guests by contacting the Reservation Committee. (5/28/98)

Groups of over twenty-five (25) persons, to a maximum of two hundred (200) persons, regardless of the number of D.E.R.C. members present, will require a request approved by the Reservation Committee. Initial reservation must be made by phone only. No electronic mail requests will be accepted. Effective 1/1/08, a rental fee of \$100, as set forth by the Board, must be received within 3 days of the initial request or the request will be cancelled. The responsibility for the building and all contents lies with the single member making the reservation. Employee non-members are not permitted and will not be recognized as guests. (6/27/07)

- k) No reservation for meetings or gatherings of recognized clubs or groups will be scheduled on a regular basis (weekly, monthly, etc.). Constant monitoring of the scheduling will be the responsibility of the Reservation Committee.
- l) It is the intent of D.E.R.C. that the use of the building by individuals for profit, or selling of products, be prohibited. Verification of proper use may be required by the Reservation Committee.

### ***B. Parking***

1. Road around activity building remains one-way (counter-clockwise around building).
2. No parking is allowed on roadway going up hill.
3. Park diagonally on top of hill - on right side only.
4. No parking is allowed on the south side of the road.

\* In accordance with original agreement, the Du Pont (Washington Works) Company has a standing reservation from 7:00 AM - 4:30 PM Monday through Friday - except holidays. Reservation Committee approval is required for use of the Activities Building for Company functions Monday through Thursday evenings. Such use shall be summarized and reported on monthly at the regularly scheduled Board meetings. (10/29/92)

## **XVII. APPENDIX VII (9/26/91)**

### **A. DERC Boat Dock/Garden Area**

1. Since the Boat Dock/Garden Area was developed and is maintained for the benefit of members and their guests, employee non-members are not permitted to use this facility. The area will be monitored regularly by DuPont security and membership cards must be shown on request. Unauthorized persons may be asked to leave the area.
2. Guests (other than members' immediate family - spouse, children, grandchildren) up to a maximum of six (6) will be allowed in the area when accompanied by a member or member's spouse.
3. Rules will be posted at Gate entrance, at the shelter and on the dock and must be observed.
4. Violation of rules subjects offender to loss of privilege. Repeat offenders are subject to loss of Club membership.
5. Since the boat dock area is located on DuPont property, consumption of alcoholic beverages is prohibited.
6. No ground fires may be used - only personal portable grills are permitted. Extreme caution must be exercised in the use of matches and fire starters.
7. Members (boaters/gardeners) are required to close gate after each use both entering and exiting.
8. Maximum of 2 keys per family. Loaning of keys and/or membership cards is not permitted.
9. Members are permitted one (1) boat and guest with one (1) boat for a total of two (2) boats at any one time.
10. Boat dock is to be used for loading and unloading only.
11. ABSOLUTELY NO SWIMMING OR FISHING FROM DOCK.
12. Parking is restricted to designated parking areas for vehicles and towing vehicles. Do not block access to ramp area.
13. The Club is not responsible for any damage or theft occurring while at the Boat Dock/Garden Area; however, it is Club member's responsibility to report any such occurrence to Club officers.

## XVIII. REVISIONS

(Includes Complete Revision 1977; Revision March, 1979; Revision May, 1979; Revision November, 1979; Revision December, 1979; Revision March, 1980; Revision February, 1981; Revision July, 1981; Revision November, 1981; Revision February, 1982; Revision April, 1982; Revision August, 1982; Revision July, 1983; Revision September, 1983; Revision October, 1983; Revision April, 1985; Revision October, 1985; Revision December, 1985; Revision May, 1986; Revision July, 1986; Revision August, 1986; Revision April, 1987; Revision May, 1987; Revision July, 1987; Revision September, 1987; October, 1987; Revision March, 1988; Revision November, 1988; Revision October, 1990; Revision December, 1990; Revision February, 1991; Revision August, 1991; Addition Appendix VII September, 1991); Revisions October, 1992; Addition Appendix I October, 1992; Addition Appendix IV October, 1992; Revision March, 1993; Addition Appendix I March, 1993; Revision March, 1996; Revision May, 1997; Revision October, 1997; Revision March, 1998; Revision May, 1998; Revision August, 1998; Revision September, 1998; Revision February, 1999; May, 2001; Revision March, 2002 (placed in format for web page); Revision January, 2003; Revision March 27, 2003; Revision October 20, 2004.

Under VII. ARTICLE VII – COMMITTEES, A. Section 1 – Standing, 2. Duties of Activities Chairperson, b.; deleted “All bulletin board posting will go out one (1) week prior to reservations being taken on all activities. It is the responsibility of the area to see that these notices are posted on area bulletin boards.” (7/13/06)

Under VII. ARTICLE VII – COMMITTEES, C. Section 3 – General, 5.; deleted “A favorable vote of two-thirds of the total voting membership is required to approve”. (7/13/06)

Under XI. APPENDIX I, A. General Park Rules and Regulations, 4.a. and b.; deleted “This portion of the By-Laws is to be reviewed yearly beginning January, 2000.” (7/13/06)

Under XI. APPENDIX I, A. General Park Rules and Regulations, 4.c.; deleted “The large open pavilion (shelter) or the enclosed shelter at the Park; only Monday through Friday; All other times and”. (7/13/06)

Under XI. APPENDIX I, A. General Park Rules and Regulations, 12.; added “for obtaining the keys, locking the gate, and returning keys to the Park Superintendent or designate.” (7/13/06)

Under XI. APPENDIX I, A. General Park Rules and Regulations, 16.; changed to read “Park Superintendent or designate”. (7/13/06)

Under XV. APPENDIX V, A. Camping Rules and Regulations, 14.; “changed dates to read September 15 through May 15”. (7/13/06)

Under XVI. APPENDIX VI, A. Rules and Regulations Governing Activity Building Parking, 1. House Rules and Use, b. changed to read “Park Superintendent or designate”. (7/13/06)

Under XVI. APPENDIX VI, A. Rules and Regulations Governing Activity Building Parking, 1. House Rules and Use, e. changed to read “Park Superintendent or designate”. (7/13/06)

Under XVI. APPENDIX VI, A. Rules and Regulations Governing Activity Building Parking, 1. House Rules and Use, j. deleted “A follow-up written request must be submitted to the Receptionist within 3 days of the initial request. If not received within 3 days”. (7/13/06)

Under VIII. ARTICLE VIII – FINANCES, B. Section 2 – Dues and Initiation Fees, added “For four days during the Safety Health Fair (September 21, 22, 28, 29, 2006), the initiation fee will be reduced to \$20.00.” (9/20/06)

Under II. ARTICLE II – MEMBERSHIP, added “Any full-service employee (with a minimum of five-years service who separated from employment due to medical reasons) shall be permitted to continue their membership by paying dues, in advance, to the end of the current fiscal year and yearly thereafter.” (3/20/07)

Under VIII. ARTICLE VIII – FINANCES, D.5.a, revised to read “All activities (Family, Ladies, Men’s, Children) will be 65% self-supporting.” (3/20/07)

Under XVI. APPENDIX VI (Rules and Regulations Governing Activity Building and Parking) revised “~~Deposit~~ Effective 1/1/08, a rental fee of \$100,” as set forth by the Board, must be received within 3 days of the initial request or the request will be cancelled. (6/27/07)