

Membership Handbook



Medfield Area Recreation Club, Inc.
1401 Baker Rd **Raleigh, NC 27607**
(919) 851-8821

History of MARC

The Medfield Area Recreation Club (MARC) was established in 1972 by and for the residents of Medfield Estates and Kingsbrooke subdivisions. Each member contributed \$250 to buy the property and build the facility. The original facility consisted of a four-lane pool and the pool house. Several years later the pool was expanded to its current configuration. The facility was developed as a center for community activities and has been maintained through the volunteer efforts of its Board of Directors and membership.

Today the facility consists of a six-lane swimming pool with diving and shallow areas, a separate wading pool, a bath house and shelter, two lighted, professional tennis courts, picnic and play areas, and a basketball court.

In 1997, the lifeguards' office was updated and the bathhouse was rebuilt with a large community room on the second floor to be completed sometime in the future.

The MARC Corporate Membership Area has expanded to currently include the residents of the following subdivisions: Medfield Estates, Kingsbrooke, Trinity Woods, Hearthstone Farms, Royal Oaks I & II, Trinity Farms, Westridge, Braeloch, and Carriage Woods.

RULES AND REGULATIONS

Facility Rules

The following rules and regulations are for the protection and benefit of all members and in the best interest of the corporation. These rules have been established to assure the safe and sanitary operation of the facility. Parents are requested to acquaint their children with these rules, to caution them to observe them, and to obey the instructions of the Pool Manager and the other corporation employees. Each member is expected to do his part in seeing that there is no littering or vandalism of club property.

Management

The contracted management company is authorized by the MARC Board of Directors to be responsible for the safety and conduct in the pool and the pool area. They are instructed to maintain proper order at all times and are authorized to temporarily expel anyone from the pool area who does not obey the rules of this facility. Their duties of preventing accidents require their constant attention; conversation with the lifeguards, either in the chair or roving, should therefore be brief and at a minimum.

General Regulations

1. All members and their guests using the club's facilities must conduct themselves in a courteous manner to ensure safety for all. No abusive language or boisterous behavior will be tolerated. Users of the pool must obey the lifeguards and/or pool management at all times.
2. As set forth in the By-laws of this corporation, violations of the rules of the facility may be grounds for suspension of membership.
3. Adults permitting their children, age six and under, the use of the wading pool have the full responsibility for the safety of the children in this area. It is to be understood that the lifeguards will not actively supervise the use of this area.
4. Members and guests coming to use the club's facilities shall respect the property of every neighbor in the area. Use the parking area entrance and the club's walks.
5. As a point of courtesy, the following traffic regulations should be observed:
 - a. No on-street parking is permitted as the area is a residential area.
 - b. Park carefully using only one parking space of the parking lot.
 - c. No parking in the parking lot after closing hours.
 - d. No turning around on Phillips Court or the intersection of Phillips Court and Baker Road.
 - e. Follow a traffic pattern through the parking lot to the "Drop-Zone" and out.
 - f. Drive slowly and carefully watching out constantly for children.
 - g. Cooperate in a responsible manner to keep traffic in the surrounding area to a minimum.
6. Sound-producing equipment may be used with discretion at the Facility.
7. All members, including children and guests, shall use the club's facilities at their own risk. The club will not be responsible for the loss, theft, or damage to personal property of members or their guests.

Safety Regulations

1. No one shall use the pool unless an employed lifeguard is on duty during the scheduled hours of operation.
2. State health regulations require every swimmer to take a shower before entering the pool.
3. Each member, dependant, and guest must register when entering the pool enclosure.
4. Children entering the second grade and under are not permitted inside the pool fence unless accompanied by a parent or responsible caretaker (13 years or older) at all times. The parent must register, in person, with the lifeguard before the caretaker brings the children to the pool. The caretaker may not bring other guests and must register with the lifeguard on duty.

The responsibility of the persons who accompany children to the pool continues while the children are in the water. The lifeguards are employed for the safety and welfare of everyone - they are not expected to be BABY SITTERS!!
5. Children who are 8 or entering the third grade and older who can swim the length of the pool and tread water for a short length of time may go to the pool without an adult.
6. Wading pool regulations:
 - a. Children over six years of age are not permitted to use the wading pool.
 - b. State health regulations require children in the diaper stage to wear tight fitting plastic pants over diapers.
7. No glass containers or similar breakable objects of any kind are permitted within the pool enclosure.
8. No pets are permitted within the fenced in areas.
9. Eating and drinking is permitted within the enclosure, but not within the pool itself. Used cups, cigarette butts, candy wrappers, and the like must be placed in the containers provided. Every member and guest is expected to cooperate to keep the pool premises clean, attractive, and free of debris.

10. No boisterous or rough play is permitted in or around the pool:

- a. No running in the pool area.
- b. No pushing or shoving others into the pool.
- c. No dunking other swimmers.

Violators will be subject to discipline by the pool manager or lifeguards. Repeated violations shall be grounds for suspension by the lifeguards or a member of the Board of Directors. Parents' complaints must be directed to the Board of Directors.

11. Each hour there will be a 10 minute rest period for swimmers under 18 years of age. During this period the main pool will be available for adult use exclusively. One lifeguard will remain on duty.
12. Report any accident to the lifeguard.
13. The pool will be cleared upon the first signs of thunder and lightning. The pool and deck will remain clear until 20 minutes have passed without thunder and lightning.
14. Only proper swimming attire shall be worn in the pool.
15. Admission may be refused to anyone with infections or wearing large bandages.
16. Non-swimmers and poor swimmers are restricted to shallow water unless accompanied by their caretaker. To qualify for deep water swimming, persons may be required to pass a test given by the lifeguard consisting of swimming the length of the pool without stopping and treading water for a short length of time.
17. Inner-tubes, floats, masks, snorkel, or other underwater devices are permitted in the pool at the discretion of the lifeguard. Life jackets or belts are allowed only when a parent or responsible caretaker accompanies the child into the water.
18. No swimming in the deep end when the diving board is in use.
19. Only one person at a time is allowed on the diving board.
20. Dive or jump off the end of the board and swim to the nearest ladder.

Members and Guests

1. All guests must be accompanied by a member of the club. Non-member residents of the MARC Corporate Membership Area will not be allowed to be guests at the pool.
2. Guests will be admitted at any time the pool is open. Members should use discretion in inviting guests, especially during times when the pool may be crowded. A guest fee will be set by the Board of Directors. There is currently no guest fee.
3. All guests must register their name and address when entering the pool enclosure.
4. Each member will be held responsible for the registration, identification, and conduct of his guests at all times.
5. Members wishing to invite more than four guests at one time must have the permission of the Pool Manager.
6. Organized groups, classes, and clubs, including persons living within the corporate membership area who are not members of MARC, may use the corporate facilities under the sponsorship of a member and with the approval of the Board of Directors during those hours the pool is not regularly scheduled for use. An hourly fee shall be charged for this purpose, to be determined by the Board of Directors, prior to the pool opening for the season. Such a fee will not exceed the cost to the corporation incurred by this use.

Pool Hours

1. The swimming pool shall be opened and closed on dates determined each year by the Board of Directors.
2. The pool will be closed for swimming by the general membership for special events sponsored by the corporation such as swim meets and planned parties. Advance notice will be given for these occasions.
3. A schedule of pool hours will be distributed to the membership.
4. Group swimming instruction and private instruction will be available by the Pool Manager or lifeguards.

**BY-LAWS
of the
Medfield Area Recreation Club, Inc.**

ARTICLE I. MEMBERSHIP

Section 1. Charter Members

A Charter Member is any family unit consisting of the head of household and the members of his or her immediate family residing in the same household, who has qualified under the definition of a Charter Member in the Articles of Incorporation and has made application for such charter membership.

Section 2. Membership Rules

- A. The membership price, including the initiation fee, the annual dues, the maintenance fee, and the transfer fee, shall be established at the discretion of the Board of Directors. Final approval of membership rests with the Board of Directors, subject to the restrictions and limitations imposed by these By-laws. All fees are due by April 30. After that date, members will be placed on a waiting list once maximum membership is reached.
- B. The maximum number of members shall be established at the discretion of the Board of Directors. Currently, this number is set at 180 members. Within that number the Board shall specify the maximum number of members which may reside outside the Corporation Membership Area.
- C. The Board of Directors will have the discretionary authority to allow the initiation fee and annual dues to be paid on an installment basis. Persons paying on the installment basis will be permitted to use the facilities while they are making payments, under terms specified by the Board of Directors. However, all installment accounts must be paid in full by December 31 of that year.
- D. A member shall be considered in good standing if he owns a membership certificate or has paid an initiation fee, pays all assessed dues in full, and abides by the club rules. If the member uses the deferred membership plan, he must be current in all of his payments.
- E. Membership may be resigned at any time and for any reason by written notice of the Board of Directors. Any initiation fee charged any member who resigns shall be non-refundable.
- F. The membership fee of any family purchasing a membership prior to October 1, 1978 is refundable, upon notice to the Board of Directors, that the member has resigned from the Association. Any unpaid fees or dues of the Corporation shall be deducted from the amount of the membership fee to be refunded unless otherwise provided by the Board of Directors. In 1986, the Board of Directors put on hold the refunding of any membership fees until maximum membership is obtained.
- G. The membership fee of any family purchasing a membership after October 1, 1978 and before April 1, 1990 is transferable, contingent upon a replacement buyer.
- H. For those families purchasing a membership after April 1, 1990, their membership shall be non-transferable.
- I. When a Year-to-Year membership was offered, the initiation fee was waived for higher annual dues charged for six consecutive years. On the seventh and following years, the regular annual fee then applies. If a year is skipped, then the Year-to-Year membership is terminated and the member must reapply for membership and pay the current initiation fee. Year-to-Year memberships are non-transferable.

Section 3. Transfer of Membership

Holders of a membership certificate purchased prior to April 1, 1990, a transferable certificate, may effect a transfer of ownership of the certificate through a written request to the Board of Directors. Those members that had begun payments toward their membership fee prior to 4-1-90 and completed their payment schedules of \$340.00 are also considered to have transferable certificates. Those opting to pay the \$200.00 initiation fee own a non-transferable bond. Upon receipt of the request all annual dues, all membership payments, and all assessments will become immediately payable. Upon approval of the

Board of Directors, the membership certificate must be returned to the Board and a transfer fee will be paid by the new member.

Section 4. Corporate Membership Area

The MARC Corporate Membership Area has expanded to currently include the residents of the following subdivisions: Medfield Estates, Kingsbrooke, Trinity Woods, Hearthstone Farms, Royal Oaks I & II, Trinity Farms, Westridge, Braeloch, and Carriage Woods. The Corporate Membership Area may be changed by the Board of Directors when required.

ARTICLE II. MEETING OF MEMBERS

Section 1. Annual Meeting

There shall be an annual meeting of the membership in July of each year. The time and place of the annual meeting shall be specified by the Board of Directors. A notice of each annual meeting shall be communicated by the Secretary through regular mail or electronic mail to each member at his last known address at least seven days before each annual meeting. Such meeting may be adjourned to a later date and no notice of such meeting shall be necessary.

Section 2. Special Meetings

Special Meetings of the members may be held at such places as may be designated in the call of such meeting and may be called by the Board of Directors or by petition signed by ten percent of the members. Notice of such a meeting shall be the same requirement of an annual meeting; provided, no notice should be required if all members waive notice of the meeting. Special meetings may adjourn to a later date and no notice of such adjourned meetings shall be necessary.

Section 3. Quorum

A quorum of the membership shall consist of three-fourths of the members of the Board of Directors and one general member entitled to vote.

Section 4. Voting Rights

Each member in good standing shall be entitled to one vote at all meetings of the membership and a member may vote in person or by proxy executed in writing by the member or by his duly authorized attorney-in-fact. The vote of a majority of the votes entitled to be cast by the members present or represented by proxy at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members.

ARTICLE III. BOARD OF DIRECTORS

Section 1. Number and Term of Office

There shall be up to twelve Directors (President, Vice President, Secretary, Treasurer, and up to eight At-Large members) who shall be selected at the first annual meeting of the members or at any adjournment thereof. At the initial annual meeting of the corporation, six Directors shall be elected to serve a two-year term and six Directors shall be elected to serve a one year term. At each succeeding meeting, six Directors shall be elected to serve a two-year term. Members of the Board of Directors, except the Treasurer, shall begin service of their terms in October following their election at the annual meeting. The Treasurer's duties will transfer in January of the following year. They shall end their service two years after that date or until their office shall be declared vacant, or until their successors are elected and qualified. The Board of Directors shall effect from their own members at their first regular meeting following each annual membership meeting a President, Vice President, Treasurer, and Secretary.

Section 2. Qualifications

All Directors shall be members in good standing of the corporation and shall serve without

remuneration. At least half of the members of the Board of Directors must maintain their residence in the Corporate Membership Area.

Section 3. Nominating Procedures

A member in good standing may nominate someone else or themselves for an office.

Section 4. Vacancy

Vacancy in the Board of Directors shall be filled by appointment of the President, subject to the approval of the remaining member of the Board of Directors by a majority vote. Vacancies among the officers of the corporation shall be filled by the Board with the exception of the office of the President which shall be filled by the succession of the Vice President.

Section 5. Power of Directors

The Board of Directors shall have general management and control of the business, property, and affairs of the corporation and may exercise all powers with regard thereto, except such as are by the By-laws expressly reserved to the members. Decisions regarding all matters not subject to vote by the membership shall be filed.

Section 6. Meetings of Directors

The Directors shall hold a meeting at least once during each calendar quarter at such a time and place as they may from time to time determine and may hold special meetings at any time upon the call of the President or any three Directors. Notice of the time and place of all meetings, both regular and special, shall be given by the Secretary to each Director no less than seven days prior to each such meeting; provided, however, that meetings may be held at any time without notice if all the Directors are present and take part in the meeting, or if all absent members waive the requirements of such notice in writing either before or after the meeting. Three-fourths of the members of the Board of Directors shall constitute a quorum.

Section 7. Committee

The Board of Directors, by resolution adopted by a majority of Directors in office, may designate one or more committees, which shall consist of one or more Directors, which committees shall, to the extent provided shall have and exercise the authority of the Board of Directors and the management of the corporation. Other committees not having and exercising authority of the Board of Directors and the management of the corporation may be designated by resolution and adopted by a majority of the Directors present at a meeting at which a quorum is present.

Section 8. Officers

The President shall serve as Chairman of the Board of Directors and preside at meetings of the Board, and shall be entitled to vote only in case of a tie vote. If neither the President, nor the Vice President is present at any meeting, a temporary presiding officer may be elected by a majority vote of those Directors present, provided there is a quorum.

ARTICLE IV. DUTIES OF OFFICERS

Section 1. President

The President shall preside at all meetings of the Board of Directors or the members and shall have general charge of and control over the affairs of the corporation, subject to such regulations and restrictions as the Board of Directors shall from time to time determine.

Section 2. Vice President

The Vice President shall have such duties as may from time to time be assigned to him by the Board of Directors. In case of death, disability, or absence of the President, he shall be vested with all the powers and perform all the duties of President.

Section 3. Secretary

The Secretary is to keep a record of the minutes of all meetings of the members and Directors, shall give notice of all meetings provided by these By-laws, shall have custody of all books, records, and papers of the corporation, except such as shall be in charge of the Treasurer or some other person authorized to have charge thereof by the Board of Directors, and shall perform such other duties such as may from time to time be assigned to him by the Board of Directors.

Section 4. Treasurer

The Treasurer shall receive and disburse all corporation funds and shall keep accurate and detailed records of all receipts and disbursements, which records shall be at all time subject to inspection by any member of the Board of Directors. He shall deposit all corporation funds coming into his hands in such bank or banks in the name of the corporation as may be designated by the Board of Directors. The Treasurer shall sign all checks; provided that in case of the absence or inability of the Treasurer to act, checks shall be signed by the President and the Secretary. The Treasurer shall give bond for such security as may from time to time be designated to him by the Board of Directors.

ARTICLE V. CORPORATE FINANCES & CONTRACTS

Section 1. Annual Dues

Annual dues shall be determined by the Board of Directors.

Section 2. Assessments

Assessments shall be recommended by the Board of Directors as required to meet obligations. Assessments shall be subject to the approval of the majority of the members present and voting at any regular or special meeting of the members.

Section 3. Dividends

No dividends shall be paid and no part of the income or earnings of the corporation shall be distributed to its members, Directors, or Officers neither during the life of this corporation nor upon its dissolution.

Section 4. Contracts

All contracts and agreements are to be executed by the President and must have the prior approval of the Board of Directors.

Section 5. Corporate Seal

The Board of Directors shall provide a suitable corporate seal showing the name of the corporation and said seal, when obtained, shall be impressed at the margin of the minute books containing this article of the By-laws.

ARTICLE VI. USE OF CORPORATE FACILITIES

Section 1. Limitations

Use and enjoyment of the corporate property and facilities shall be limited to the members and their invited guests when accompanied by a member as provided in Article VI, Section 3. A guest shall be a person not living in the Corporate Membership Area as defined in Article I, Section 4. Guests shall be admitted to the pool according to and subject to such limitations as may be set by the Board of Directors. Members wishing to invite more than four guests at any one time must have permission from the pool manager. Additional fees may be charged of guests and such fees are to be determined annually by the Board of Directors and are to be paid to the corporation by the members inviting such guests.

Section 2. Damages

A member shall be responsible for damage to corporate property or facilities caused by the member, any member of his family, or his or their guests.

Section 3. Groups, Classes, Clubs

Under the sponsorship of a member, organized groups, classes, and clubs including persons living within the Corporate Membership Area who are not members of the Medfield Area Recreation Club, Inc. may use the corporate facilities with the approval of the Board of Directors, and subject to the rules and regulations provided by the Board of Directors.

Section 4. Guests

The Board of Directors is granted discretion to waive the guest definition on an individual basis (such as for special events as "Open House").

ARTICLE VII. AMENDMENTS

Section 1. Amendments of the Charter

Amendments may be made to the Charter of the corporation at a regular or called business meeting of the Board of Directors by a majority vote.

Section 2. Amendments to the By-laws

Amendments may be made to the By-laws of the corporation by two-thirds majority votes of the Board of Directors, when approved by a majority vote of the membership at any regular or special meeting, provided the notice of this meeting of the members shall contain that the By-laws or amendments thereto will be voted upon at such a meeting.

Section 3. Conformity of By-laws

These By-laws shall conform to every respect with the articles of the corporation as set forth in Charter filed with the State of North Carolina, under Chapter 55-A of the General Statutes.

TENNIS COURTS

MARC has, as a part of its facilities, two regulation size, lighted tennis courts. The courts are available for the use of the membership and their guests. The following rules apply to the use of the tennis court:

1. Proper tennis shoes are required to protect the court surfaces.
2. Close the gate at the conclusion of play to prevent the unauthorized used and/or damage to the courts.
3. Loosen nets at the conclusion of play so that the net supports do not pull out of the ground.
4. Turn off lights at the conclusion of play, if playing at night.
5. Be considerate of homes nearby by keeping noise to a minimum.
6. If others are waiting to use the courts, limit play to one hour.
7. No use of skateboards, roller blades, bicycles, or other wheeled recreation devices on the tennis courts is allowed.
8. No profanity, unsportsmanlike conduct, or excessive noise is allowed.
9. No food, beverages (except water), or glass containers are allowed on courts.
10. All guests must be accompanied by a member.
11. No residents within the Corporate Membership Area are allowed as guests.
12. No children are allowed in the courtyard area unless they are playing tennis.
13. A limit of four players on a court unless lessons are being given.
14. Contact a Board member in case of problems.

SWIM TEAM

MARC sponsors a team in the Tarheel Swimming Association. Age groups from six and under to 18 compete in six to eight swim meets during June and July. Swim practice is held every day during the swim team season except as notified by the Swim Team Coach.

POOL SOCIALS

MARC hosts a series of socials each month of the summer. Events are open to members and non-members. Typically there is an event in early June, the 4th of July, and in August. These events are organized by the Social Chairman or rotating volunteers from the membership.

POOL PHONE NUMBER

A telephone is located at the concession's hut. The number is 851-8821. Please do not abuse this telephone. It is in service only during the pool season.