

**The Oakwood Club, Inc.**

**Policy Manual**

*Amended September, 2020*

## Table of Contents

<u>Table of Contents</u> .....	2
<u>A: Pets</u> .....	3
<u>B: Sexual Conduct</u> .....	3
<u>C: Personal Information</u> .....	3
<u>D: Drugs and Alcoholic Beverages</u> .....	3
<u>E: Litter</u> .....	4
<u>F: Smoking</u> .....	4
<u>G: Facilities</u> .....	4
<u>H: Pool and Sauna Rules</u> .....	5
<u>I: Sports, Activities &amp; Events</u> .....	5
1. Volleyball Regulations	
2. Archery Regulations	
3. Other Activities & Events	
<u>J: Oakwood Publications</u> .....	7
<u>K: Imaging Regulations</u> .....	7
<u>L: Finance</u> .....	8
<u>M: Quiet Hours</u> .....	8
<u>N: Trailer and Campsite Rules</u> .....	8
<u>O: Motor Vehicle Rules</u> .....	10
<u>P: Code of Conduct</u> .....	11
<u>Q: Policy Manual Miscellaneous</u> .....	13

### Preface

As a note the term “Rules of Assembly” now used in this document means inclusively, the Articles of Incorporation, Constitution, Bylaws, Robert’s Rules of Order Newly Revised, latest edition, to which they are applicable, and in which they are not inconsistent with the Constitution, the Bylaws, Federal Laws, the State of Minnesota Laws, and the Policy Manual of The Oakwood Club, Inc.

## **A: Pets**

1. Pets must be on a leash when away from the owner's vehicle or campsite.
2. Pets are not allowed on the main commons. The designated area for pet use/exercise is the unoccupied areas along either side of the road from the entry gate to grounds entrance sign. Supervised pets may be off-leash in the designated area.
3. Pets are not allowed on any campsite without the owner's permission.
4. Noisy pets cannot be left unattended. Owners must keep them quiet. After 10 minutes of disturbance, pets can be suspended from the club grounds.
5. Pets which are dangerous to the safety of others are not allowed. Any injury caused by a pet which breaks the skin of the injured person, or of another pet, is cause for discipline by the Board, resulting in the banning of the offending pet from the grounds and disciplinary action against its owner.
6. Owners are responsible for the removal of pet litter. Failure to remove pet waste will result in the loss of the privilege of having your pet on the grounds. The designated area for pet use/exercise is the unoccupied areas along either side of the road from the entry gate to grounds entrance sign. Supervised pets may be off-leash in the designated area.
7. No more than two pets are allowed in residence at a campsite at a time, unless exception is granted by the board.

## **B: Sexual Conduct**

1. There will be no public display of a lewd or sexual nature, including language or gestures.

## **C: Personal Information**

1. Use first names only (first initial of the last name okay) when referring to other members unless the member has told you that it is permitted to use his or her full name.
2. Some members do not wish to share information about themselves to other members. Use discretion when asking personal questions of other members.
3. Unsolicited contact, use or sharing of a member's private or personal information by other Club member(s) may be grounds for disciplinary procedures.

## **D: Drugs and Alcoholic Beverages**

1. Oakwood is a law-abiding club and has a zero-tolerance policy toward drugs. The possession, use, sale, or distribution of drugs or any other illegal substance is prohibited.

2. Alcoholic beverages are permitted on the Club grounds.
3. No glass containers are allowed on the sunning area and the pool deck.
4. No public display of drunkenness is allowed on the club grounds.
5. No operation of any vehicles while intoxicated is permitted.

## **E: Litter**

1. Use trash containers for all litter. This includes metal tab pulls (recycle) from cans and cigarette butts. Please recycle whenever possible.
2. Members shall deposit their own trash from meals and camp-outs in the dumpster provided by the club. (This does not apply to club sponsored events).

## **F: Smoking**

1. No smoking is allowed on the volleyball courts, sauna, or by the pool filter area.
2. No smoking is allowed in the common buildings, except in the external screened porch attached to the Clubhouse.
3. Smoking is allowed at the one designated table on the pool deck.
4. Lighted cigarettes are never to be left on benches or grounds.
5. Cigarette butts shall be kept in containers and disposed of by the smokers.

## **G: Facilities**

1. Please make sure the gate is locked each time you enter or leave the grounds. No one is to give out the combination except for certain designated persons. E.g. Membership Committee.
2. Members using the kitchen or clubhouse facilities are expected to follow posted rules and clean up when finished.
3. When using the indoor fireplace, make sure that the damper is open before lighting the fire.
4. Members are not to use any Club maintenance equipment unless given authorization and training by the appropriate committee Chair or the President.
5. No children fifteen (15) years of age or younger are allowed in the clubhouse after nine (9:00) pm. Children sixteen-seventeen (16-17) years of age are allowed after nine (9:00) pm if accompanied by a parent.

## **H: Pool and Sauna Rules**

1. Nude swimming is required for all members over the age of eighteen (18) years.
2. No running, diving, horseplay, spitting, or blowing water.
3. A cleansing shower with warm water and soap, and use of the footbath is required before entering the pool. This includes after each use of the bathroom, exercising, or sun tanning.
4. No swimming or sun tanning in the pool using suntan oils lotions, etc.
5. Food and beverages are allowed inside the pool fence, but only on the wooden deck area.
6. No glass containers are allowed in the pool or on deck areas.
7. No children under fourteen (14) are allowed in the pool except:
  - a. With parent or guardian eighteen (18) years of age or older, or
  - b. With certification from an accredited testing source (i.e. YMCA) to show that the child has demonstrated acceptable, age appropriate, swimming capabilities. A child under fourteen (14) years of age must also be accompanied by another person at least fourteen (14) years old.
8. Babies must wear a diaper & plastic pants or a swimming diaper in the pool or on the deck area.
9. People with a communicable disease shall not work at, or use, the pool. A person with bleeding open wounds or considerable areas of exposed subepidermal tissue should not use the pool.
10. The last person using the pool after five (5) pm is to cover the pool, secure furniture and umbrellas, and close and lock all gates.
11. No children under twelve (12) are allowed in the sauna unless an adult age sixteen (16) or older is present.
12. There should be at least two (2) persons in the sauna while it is in operation. No one should take a sauna alone.

## **I: Sports, Activities & Events**

### **1. Volleyball Regulations**

- a. Challenge teams shall be selected, if possible, from players not already on the court.
- b. A team who has played two (2) consecutive games shall leave the court, if a challenge team is present.
- c. During established class sessions all members, both children and adults, may participate.

- d. The Chair of the Activities and Events Committee, or his/her designee, shall be responsible for selecting teams for tournament play. The person selecting teams may appoint two other members to aid in the selection.
- e. Players and fans should refrain from excessive coaching of other players.
- f. There shall be no smoking on the volleyball courts.
- g. It is suggested that players avoid playing volleyball in street shoes because of safety considerations.
- h. The last person off the court for the day must lower the volleyball nets and put the balls away.

## **2. Archery Regulations**

### **a. SHOOTERS**

- 1. Always think and shoot safely. Be sure of your target and what's beyond the target.
- 2. Only field tips are allowed. No broadheads (hunting tips) are to be used.
- 3. Leave arrows in the quiver until you are on the shooting line. Wait until all arrows have been shot by all shooters before going down range to retrieve your arrows.
- 4. When an arrow is nocked, the bow must be pointed down range at all times.
- 5. No cross land/target shooting. Only shoot in your lane. Never shoot an arrow up in the air and no archer shall draw his bow above shoulder level.

### **b. OBSERVERS**

- 1. Spectators and archers waiting their turn must be at least ten (10') feet behind those shooting.
- 2. All equipment is to be held or set in a safe, non-shooting position at least ten (10') feet behind the shooters.

### **c. MULTIPLE SHOOTERS/EVENTS**

- 1. Wait for a verbal approval from the Range Captain before starting to shoot.
- 2. When you are done shooting, wait for the word CLEAR from the Range Captain before going toward the targets to retrieve arrows.
- 3. All shooting must stop – arrows must not be released and bows pointed at the ground – at three (3) or more blasts of a whistle blown by the Range Captain or other whose job it is to keep watch on the archers and the range. This is a safety measure.

### **3. Other Activities and Events**

- a. All participants and fans shall display good sportsmanship.
- b. A team who has played two (2) consecutive games shall leave the court, if a challenge team is present.
- c. All participants in an activity shall take care when throwing game pieces, or using equipment to be sure the court/area is clear of observers and passersby so as to cause no harm.
- d. Observers shall take care to stay clear of courts/game area when an activity is in process. Children must be supervised in game court/activity areas when an activity is underway.
- e. The last person off the court for the day must clear the area and put the equipment away.

### **J: Oakwood Publications**

1. Any publication, written or digital, bearing the name or likeness of The Oakwood Club, Inc. is prohibited without approval of the Communications Committee.
2. All letters to the Editor submitted to the Communications Committee to appear in the Oakleaves or any other Oakwood publication must be signed with the first name and first initial of the last name by the Oakwood member(s) submitting the letter.
3. First name and first initial of the last name will be published with all letters. No anonymous letters will be published.

### **K: Imaging Regulations**

1. No images of The Oakwood Club, Inc., property, grounds, or facilities may be published in any format by anyone other than Oakwood Communications Committee without prior written consent from the Oakwood Board of Directors and with the approval of the Communications Chair.
2. No image is to be made of any person or their property without that person's written consent.
3. No image is to be made of any child or minor without a parent's consent.
4. If a person or their property is photographed without prior consent, that person shall have the right to ask the photographer to remove the image from the camera. If the image is on film, it will be given to a club officer or the Communications Committee chair for subsequent processing. After processing, the picture(s) in contention and negative(s) shall be given to the photographed person(s). The rest of the pictures shall be returned to the photographer.

5. Non-compliance with the above imaging rules and procedures is grounds for expulsion from the Oakwood Club subject to the standard disciplinary procedures outlined in Addendum J of the bylaws.
6. Any questions concerning photography at the Oakwood Club should be directed to the Membership Relations Committee Chair.

## **L: Finance**

1. Legitimate expenses paid by a member on behalf of the Club may be reimbursed, provided that a signed approval form, maintained by the Finance Committee, is submitted along with the appropriate receipts.

## **M: Quiet Hours**

1. Quiet hours will be from eleven (11:00) PM to eight (8:00) AM Sunday through Friday twelve (12:00) PM to eight (8:00) AM Saturday.

## **N: Trailer and Campsite Rules**

1. Camping trailers and other structures must be maintained with an acceptable appearance and in a safe and habitable condition. Length of campers and their location shall comply with and are regulated by the current Minnesota Statutes and Minnesota Department of Health Rules. These rules require that all campers, including fold-out or attached awnings, porches and the like and all accessory structures such as car ports, individual storage facilities, and the like must be situated at least 10 feet apart. To achieve this fairly, Oakwood requires that all campers and structures be located five feet (5') inside the campsite line. Consequently, the maximum length of a camper is limited by the dimensions of the campsite. E.g. on a forty foot by fifty foot (40' x 50') campsite a forty foot (40') trailer could be set parallel to the fifty foot (50') campsite length as long as it and its accessories are not closer than five (5) feet to a campsite line. Structures built prior to May, 2003, which are closer than five feet (5') to a campsite line or are outside of a campsite line, will be allowed to stay in place until they are replaced, or are required to be moved by the licensing process.
2. Structures and fire rings erected or placed on campsites must be authorized by the Board. When applicable, building permits shall be secured. No structures may be permanent, i.e. have footings or a poured concrete foundation or slab. Only one shed and one deck may be placed on a campsite. All structures shall be no closer than five feet (5') to the campsite line. Any approved work involving private upgrades shall require a deposit as per Addendum A, Dues & Fees Schedule. Such deposit may be refunded at the discretion of the Board upon completion of the project.
  - a. Below-ground utilities or connections to existing utilities must also be approved by the Board.



- b. Sheds may not have a wall height of more than six feet (6'), with a maximum height of nine feet (9') from the top of the roof to the ground. The maximum floor size is ten feet by twelve feet (10' x 12').
    - c. A deck is any above ground structure, utilizing footings, framing or other means of elevation requiring a step up from ground level. No decks may exceed four hundred (400) square feet. Steps constructed of typical risers, approximately seven inches (7"), are not considered in the total square footage of the deck.
    - d. Patios are ground level (no elevated) structures constructed of any removable material.
3. Use of Campsites
  - a. Campsite user(s) must sign a Campsite Use Agreement and submit payment of Fees in full immediately.
  - b. If dues and Campsite Fees are not paid by the annual due date Board action will begin.
4. The method for assigning campsites will be as follows: When campsites become available they will be listed to the membership for fourteen (14) days. Any interested member, including existing campsite holders, must notify the Property Committee in writing within the fourteen (14) days to be considered an interested party. Vacant campsites will then be assigned to the above interested General Member on a seniority (length of membership) basis.
5. The above notwithstanding, if a campsite user sells a trailer and both the Seller and Buyer wants to leave the trailer on the existing campsite, the seller's Campsite Use Agreement will be terminated and a new Campsite Use Agreement issued to the buyer, regardless of seniority.
6. Mobile homes are not permitted, unless already in place on May 1, 2003.
7. If a campsite user is selling a trailer because he is replacing it with a different one, the trailer-for-sale may be stored on Oakwood grounds while it is waiting to be sold for up to sixty (60) days from the time the new trailer is brought to the campsite. After sixty (60) days the old trailer must be removed from Oakwood.
8. Clearing of brush and debris along a campsite line does not extend the campsite line. All such clearing must have prior approval of the Board. Standard sized campsites are two thousand feet (2000').
9. Any campsite improvements must be completed in the calendar year in which they are approved. If an improvement is not completed by the end of the calendar year, it must be resubmitted for approval the following year.
10. No fences may be constructed on a campsite.
11. Any campsites that are more than four hundred feet (400') from a bathhouse are primitive sites and not served by bathhouse facilities.
12. If your payments for lot electricity from the previous year are not paid in full by April 30<sup>th</sup> each year, your trailer's electric will be disconnected, your box will be locked until paid and there will be a \$25 reconnection fee charged to the member.

## **O: Motor Vehicle Rules**

1. Licensed motor vehicles are restricted to the roads, shoulders, and approved parking areas, except for occasional use for club approved maintenance projects.
2. Unlicensed motor vehicles used for personal transportation (with the exemption of Handicap Mobility Vehicles approved under the ADA act and being operated by a person who qualifies under the act) should be driven on the roads or the commons, and may not be driven on the walking paths, except Willy's 3 Pine Trail (trail in the woods).
3. Unlicensed motor vehicles driven after dusk must have functioning electric headlights attached. Battery powered lights must be six (6) volt or greater. Flashlights and other hand-held devices are not acceptable as lights.
4. No children under fourteen (14), and no children under sixteen (16) after dark, may drive unlicensed motor vehicles unless accompanied by an adult.
5. Motor vehicles must not be parked where they interfere with building access or individual campsite access.
6. Motor vehicles must yield to pedestrian and bicycle traffic at all times.

## P: Code of Conduct

**SECTION 1: The Oakwood Club Code of Conduct** It is the policy of the Oakwood Club, Inc. (Oakwood) to uphold, promote, and demand the highest standards of ethics from its elected and appointed Officials. Officials, for the purpose of this document, include the elected President, Board and appointed Chairs of the various Oakwood committees. Accordingly, the President, members of the Board and committee Chairs shall maintain the utmost standards for personal integrity, trustfulness, honesty, and fairness in carrying out their Oakwood duties, avoid any improprieties in their roles as representatives of the Oakwood members, and never use their position or authority improperly or for personal gain in accordance with the approved bylaw procedures. Oakwood and its Officials share a commitment to ethical conduct and service to Oakwood. This Code has been created to ensure that all officials have clear guidelines for carrying out their responsibilities in their relationships with each other, with Oakwood Members and in any contact with other entities. By adoption of this Code of Conduct it is the expectation that all Officials will aspire to these high standards and in the event these shared objectives are not met in any instance that self-correction will occur in most every case, with any enforcement a rare and last option.

**SECTION 2: Officials Conduct with One Another** The Board has the responsibility to set the policies for Oakwood. In doing so, certain types of conduct are beneficial while others are destructive. The Board has the responsibility to take the high road on Intra-Board conduct and to treat other Board members and Committee Chairs as they would like to be treated. The Board is composed of individuals with diverse backgrounds, personalities, values, opinions, and goals. Despite this diversity, all choose to serve as elected or appointed Officials and therefore have the obligation to preserve and protect the well-being of Oakwood. In all cases this common goal should be acknowledged, and the Board must recognize that certain behavior is counterproductive, while other behavior will lead to success.

- A. Officials Personal Conduct at Meetings** At no time shall any Official attend a Board or Committee meeting while under the influence of alcohol or illegal drugs. In doing so shall show cause for the immediate dismissal from the meeting and grounds for possible corrective action by the Board.
- B. Civility and Decorum in Discussion and Debate** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of democracy in action and are therefore to be expected. Every Official has the right to an individual opinion, which should be respected by the other Officials. Officials shall not be hostile, degrading, or defamatory, and should assume the other Officials have the appropriate motives and interests of Oakwood in mind and should not criticize differing opinions because they believe them to be lacking in judgement or improperly motivated. However, this does not allow Officials to make belligerent, impertinent, slanderous, threatening, abusive, or personally disparaging comments in Board meetings, Committee meetings, individual encounters, or at any time while acting in their Official capacity.
- C. Honor the Role of the President and Vice President in Maintaining Order** It is the responsibility of the President and Vice President to keep the discussions and comments of the Board members and Chairs on track during Board meetings. Board members shall honor efforts by the President and Vice President to focus discussion on current agenda items. Should there be an objection with respect to the agenda or the President's or Vice President's actions, those objections shall be voiced politely and with reason, following the commonly recognized parliamentary procedure. These same responsibilities vested in the President and Vice President for Board meetings, are vested in the Committee Chairs.

**SECTION 3: Officials Conduct Towards Oakwood Members** Making Members feel welcome is an important element in the process of Oakwood's well-being and an objective to increase desired Member participation with the operation of Oakwood. No signs of partiality, prejudice, or disrespect should be evident on the part of individual Officials toward any Member participating at a Board meeting. Every effort should be made to be fair and impartial in listening to Members' concerns. Officials are expected to demonstrate both publicly and privately, their honesty and integrity, and to be an example of appropriate and ethical conduct. All Officials should convey to Oakwood Members their respect and appreciation for their participation, input and opinions.

**SECTION 4: Official Conduct with Committees** Officials may attend any Committee meeting, which are always open to any general Member, however they should be sensitive to the way their participation is viewed which could be perceived as unfairly affecting the process.

Notwithstanding the Committee Chair, the input of an Official at a Committee meeting shall be as a general Member, unless specified in the By Laws, and not as someone with authority.

**SECTION 5: Corrective Action of an Official** As stated previously, an Official may be corrected if their conduct is not in accordance with this Code. These corrective measures will be weighed on a per incident basis, violations will be referred to Member Relations per Article III, Section I of the Bylaws.

## **P: Policy Manual Miscellaneous**

1. In case of conflict of the Policy Manual with the Constitution and the Bylaws, the Constitution and Bylaws shall prevail.
2. Fireworks of any kind including sparklers or smoke bombs may not be discharged or used on Club property.
3. Amendments to the Policy Manual shall follow the same process as to amend the Bylaws as outlined in Article IX of the Bylaws.

Amended: May, 1988, May, 1990, May, 1991, May, 1992

Summer of 1992 - Board of Directors

Fall of 1992 - Board of Directors

Spring of 1993 - Board of Directors

Spring of 1994 - Board of Directors

May, 1995

April, 1998 - Board of Directors

May 2000 – Board of Directors

Revised: May 2003, May 2012, May 2013

Amended: Sept 2003, May 2004, May 2005, September 2006, May 2007, May 2008, May 2009, May 2010, May 2014, September, 2018, September, 2019, September, 2020